

Notice of Public Meeting Monday, July 18, 2022 5:00 p.m.	DOOR COUNTY LIBRARY BOARD OF TRUSTEES	Door County Library – Sturgeon Bay Branch Jane Greene Room 107 South 4th Avenue Sturgeon Bay, WI 54235
Oversight for Door County Library		

1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda
4. Approval of June 20th, 2022 Library Board Meeting Minutes
5. Correspondence
 - ◆ Door County Library Newsletter
 - ◆ Miller Art Museum Calendar and Exhibit Schedule
6. Review and Approval of Door County Library Board of Trustees Open Meeting Public Participation Policy
7. Public Comment
8. Reports
 - ◆ Miller Art Museum Report
 - ◆ Archives Report
 - ◆ Library Director Report
9. Acceptance of Grants under \$5,000
10. Discuss and consider for approval changing the library's method for handling donation and grant funds
11. Personnel changes and potential budgetary impacts
12. Donations
13. Vouchers Review and Approval
14. Sustainability Matters to be Considered
15. Legislative Matters to be Considered
16. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
17. Next Meeting Date(s)
 - ◆ Next Meeting, Day, Date, Time & Place
18. Meeting Per Diem Code
19. Adjournment

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:

Please click the link below to join:

https://us02web.zoom.us/j/83597375659?pwd=VCCw6a4dXvkjJEaYiK_DksfeLrd4Jb.1

Meeting ID: 835 9737 5659

Passcode: 575502

Or by Phone:

Dial: 1-312-626-6799

Meeting ID: 882 9270 0107

Passcode: 564115

Deviation from Order Shown May Occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the Library at (920)746 2700. Notification 72 hours prior to a meeting will enable the Library to make reasonable arrangements to ensure accessibility to that meeting.

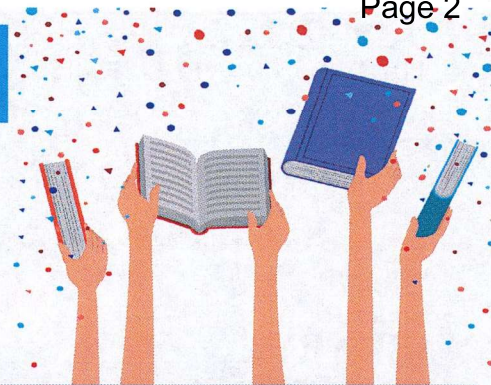
Free Events

**July 2022
Full Calendar Inside!**

**DOOR COUNTY
LIBRARY**



Inform. Instruct. Inspire!



Festive Craft Toddler Craft Pickup

FORESTVILLE LIBRARY
All Month @ Open Hours

Pick up a kit at the Forestville Library that will include a card stock fish and a colorful clothespin



Watch the how-to video at DoorCountyLibrary.org or on our social media.



Water Safety with the Coast Guard Auxiliary

July 7 - Sister Bay/Liberty Grove Library

July 13 - Forestville Library

July 15 - Egg Harbor Library

Friends OF DOOR COUNTY LIBRARIES

Sturgeon Bay Library Lower Level

Sat. July 2 @ 9:30 AM - 12:00 PM

Wed. July 20 @ 11 AM - 1 PM &
4:30 PM - 6:00 PM

Origami Frog Bookmark Craft Bags

Fish Creek Library

Stop in the Fish Creek Library for an origami frog bookmark craft for ages 7+

Contact: Elisha, 920-868-3471

Mosaic Ocean Scene Trivets Egg Harbor Library

Make a simple rectangular mosaic trivet using glass tiles. All supplies provided. All ages welcome.

Contact: Jeanine, 920-868-2664

Stories & Crafts

Wednesdays @ 11:30 AM

Fish Creek Library

With

Miss MaryAnn

Join Miss MaryAnn at the Fish Creek Library on Wednesdays in July for Stories & Crafts.

Contact: Elisha, 920-868-3471

JULY 2022

AT THE DOOR COUNTY LIBRARY

ALL MONTH-LONG

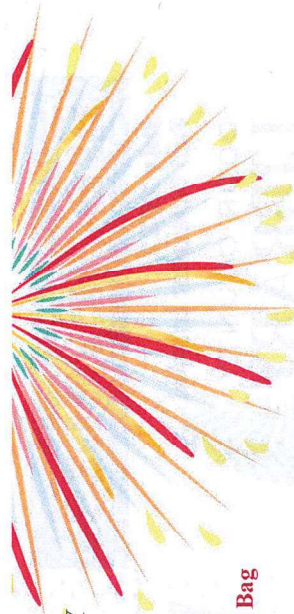
Kids: Screen-Free Craft Bag

All Ages: Clothespin Fish Puppet

Adults: Craft Bag

All Ages: Origami Frog Bookmark Craft Bag

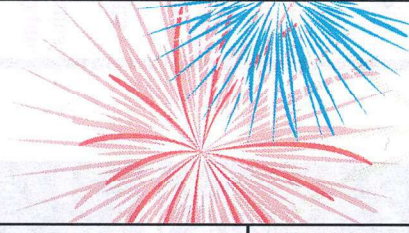
All Ages: Mosaic Ocean Scene Trivets

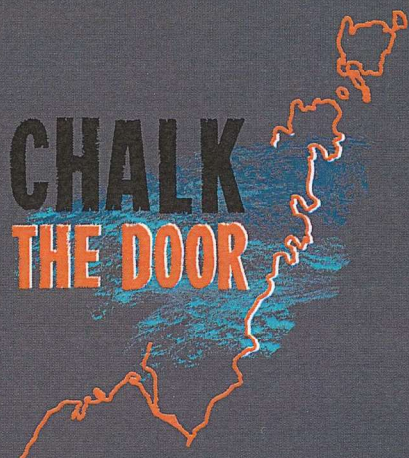


- BAILEYS HARBOR
- EGG HARBOR
- EPHRAIM
- FISH CREEK
- FORESTVILLE
- SISTER BAY-
LIBERTY GROVE
- STURGEON BAY
- WASH. ISLAND

MONDAY		TUESDAY		WEDNESDAY	
4	11 2:00 Afternoon Movie (The Sandlot) Canceled - Fish Creek Book Club has been canceled this month. See you in August!	5 10:30 Outdoor Story Time 1:00 Multicultural Book Club 4:00 Movie (Family Camp)	6 10:30 Drop-in Craft Workshop 11:30 Stories & Crafts 3:00 Forestville Fun 7:00 Book Discussion	13 10:30 Drop-in Craft Workshop 11:30 Stories & Crafts 3:00 Water Safety with the Coast Guard Auxiliary	20 10:30 Drop-in Craft Workshop 11:00 - 1:00 Friends Book Sale 11:30 Stories & Crafts 1:00 Ocean of Possibilities Mug 3:00 Forestville Fun 4:30 - 6:00 Friends Book Sale
18	10:30 Public Art Talk with Megan Jain	19 10:00 Story Time & Activity 10:30 Outdoor Story Time 4:00 Movie (Father Stu)	26 9:00 Story Time on the Cherry Train 10:30 Outdoor Story Time 4:00 Movie (The Lost City)	27 10:30 Drop-in Craft Workshop 11:30 Stories & Crafts 3:00 Forestville Fun 3:00 Public Art Talk with Megan Jain	28 10:00 Child's Play 10:30 Read with Libby the Library Dog 10:30 Between the Pages Book Club 2:00 Movie Matinee (Belfast)

THURSDAY		FRIDAY		SATURDAY	
7 10:00 Child's Play 10:30 Read with Libby the Library Dog 2:00 Water Safety with the Coast Guard Auxiliary 2:00 Virtual Genealogy Club	14 10:00 Child's Play 10:30 Read with Libby the Library Dog	8 2:00 Therapy Dog Story Time	15 2:00 Water Safety with the Coast Guard Auxiliary	1 1	2 9:30 - 12:00 Friends Book Sale
21 10:00 Child's Play 10:30 Read with Libby the Library Dog 2:00 Public Art Talk with Megan Jain	28 10:00 Child's Play 10:30 Read with Libby the Library Dog 10:30 Between the Pages Book Club 2:00 Movie Matinee (Belfast)	22 10:00 - 3:00 Outdoor Games on the Lawn 10:30 Therapy Dog Story Time	29 10:30 Public Art Talk with Megan Jain	23	30

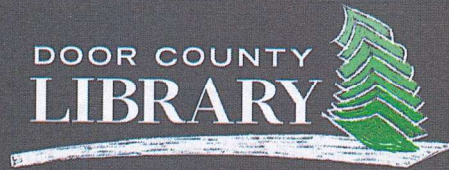




***Celebrate Art with the
Library this July!***

→ July 25th - 30th

All eight Libraries will Chalk the Door!
Come to your favorite
Door County Library Branch to pick up
a packet of sidewalk chalk
for your family to use either
outside of the Library,
or anywhere in public that is
participating with us.



**Local Art Teacher Megan Jain
will be leading families in exploring
creating public art; particularly Chalk Art,
at four Libraries for
Chalk the Door this year.**

MONDAY, JULY 18

10:30 a.m. Sturgeon Bay Library

THURSDAY, JULY 21

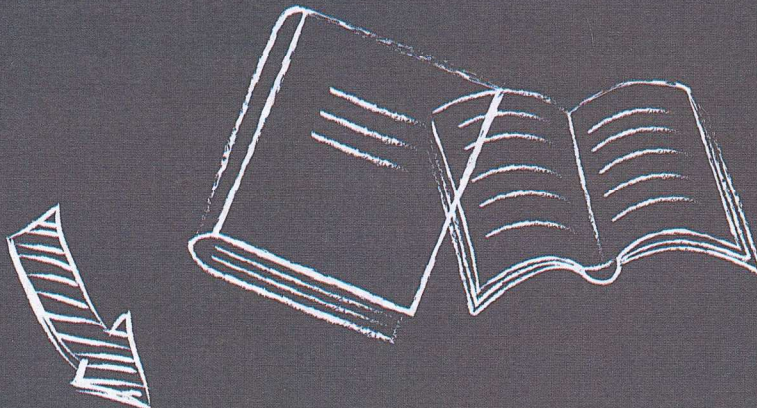
2:00 p.m. Sister Bay/Liberty Grove Library

WEDNESDAY, JULY 27

3:00 p.m. Forestville Library

FRIDAY, JULY 29

10:30 a.m. Egg Harbor Library



Contact: Beth, 920-746-7119.

Event Details

All month-long in-person

Kid's Craft Bag Pickup

All branches

Stop in at any Door County Library location to pick up the free children's craft packet featuring color-your-own fuzzy fish magnets, scratch art ocean animals, and bookmark crafts.

Adult Craft Pickup

Ephraim Library

Stop in the Ephraim Library for an easy adult craft kit. This month's craft is a Plein Air Painting Nature Sketching project. Books are available to check out in the theme of "Where the Crawdads Sing" by Delia Owens.

Wed. July 6, 20 & 27

Forestville Fun

3 p.m. - Forestville Library

Join us for activities Wednesday afternoons this summer for a craft or science activity based on our theme Oceans of Possibilities.

Contact: Barb, 920-856-6886

Thursday, July 7

Virtual Genealogy Club

2 p.m. - Sturgeon Bay Library

Zoom ID: 830 3198 6195

Passcode: 612408

Join us to share researching tips, exchange information, and leave with new ideas and suggestions.

Tuesday, July 12

Author Presentation at the Art & Nature Center

2 p.m. - Washington Island Library

Join us at 1799 Main Road on Washington Island for a discussion with Linda Vander Heyden, children's author.

Contact: Laura, 920-847-2323

Tour the Coast Guard Station

3 p.m. - Coast Guard Station

Join us at 2501 Canal Rd in Sturgeon Bay for an in-person tour of the Coast Guard Station.

Contact: Beth, 920-746-7119

Wednesdays

Drop-in Craft Workshop

10:30 a.m. - Sister Bay/ Liberty Grove Library

All families are welcome to drop-in anytime from 10:30-11:30 a.m. in the Community Room for a free craft workshop. New craft each week!

Contact: Christina, 920-854-2721

Thursdays

Child's Play

10 a.m. - Ephraim Library

Join us at the Ephraim Historical Foundation. Stories, activities, and a healthy snack included. Limit 20 kids. RSVP required. Visit Ephraim.org/childsplay for the form.

Read with Libby the Library Dog

10:30 a.m. - Sister Bay/ Liberty Grove Library

Sign up Thursday morning in-person for a time to read with Libby, our Library Dog. Libby is a certified therapy dog available for children of all ages to read aloud or share a book with one-on-one. A fun way to build confidence, connect with a loving Golden Retriever, and encourage reading and a love of books.

MOVIES

@ the Library

Join us in the comfort of the library for current feature films from 2022

MONDAY,
JULY 11 @ 2pm
Fish Creek

TUESDAYS @ 4pm
Egg Harbor

THURSDAY,
July 28 @ 2pm
Sturgeon Bay

Visit our website
DoorCountyLibrary.org
for titles



BOOK CLUBS

WINTER BOOK CLUB

Ephraim

See you next year

MULTICULTURAL

Sturgeon Bay

1st Tuesdays, 1:00 pm

July 5 - 'Our Country Friends' by Gary Shteyngart

BAILEYS BOOK CLUB

Baileys Harbor

1st Wednesdays, 7:00 pm

July 6 - 'Her Hidden Genius' by Marie Benedict

BITTERSWEET BOOKIES

Fish Creek Book Club

has been canceled this month. See you in August!

READERS RAMPANT

Sister Bay-Liberty Grove

2nd Tuesdays, 2:30 pm

July 12 - 'Hamnet' by Maggie O'Farrell

BETWEEN THE PAGES

Egg Harbor

4th Thursdays, 10:30 am

July 28 - 'We Begin at the End' by Chris Whitaker

BOOKS ARE AVAILABLE
ON INFOSUP.ORG

Miller

ART MUSEUM 2022

47th Juried Annual Exhibition



Submission period: June 13 – Monday, August 15 at 5pm

Exhibition opening: Saturday, September 17

Exhibition closing: Monday, October 31

How to submit to the 47th Juried Annual:

- Artists at all career levels 18 years of age or older who reside in the State of Wisconsin are eligible to apply.
- Artists can submit 2 artworks per single submission fee.
- The exhibition prospectus is available on the Miller Art Museum website during the submission period at **www.millerartmuseum.org**.
- Submissions are completed through **www.artcall.org**.
- For more information contact hdelguidice@millerartmuseum.org.

Miller Art Museum • 107 S 4th Ave. • Sturgeon Bay, WI 54235

P: (920) 746.0707 (ofc) • E: info@millerartmuseum.org • W: www.millerartmuseum.org

OPENING RECEPTION | FRIDAY, JULY 16 | 5:00PM - 6:30PM | MAIN GALLERY

THE STUDIO DOOR | AN INSIGHTFUL CONVERSATION BETWEEN CURATOR HELEN DEL GUIDICE AND EXHIBITING ARTIST BRANDON BAUER | THURSDAY, JULY 21 | 10:30AM | MAIN GALLERY

A DAY UNDER THE CITY ARTIST SCREENING | THURSDAY, AUGUST 25 | 5:30PM - 6:30PM | MAIN GALLERY

LANDSCAPES OF ABSENCE

BRANDON BAUER

JULY 16 - SEPTEMBER 12, 2022



the Miller
ART MUSEUM

NOW EXHIBITING ON THE RUTH MORTON MILLER MEZZANINE:

NO INTERFERENCE

LANDSCAPES FROM THE PERMANENT COLLECTION

This exhibition is made possible, in part, with support from the following sponsors:

CAMILLA NIELSEN
DENNIS AND BONNIE CONNOLLY



Additional support has been provided, in part, by the Wisconsin Arts Board with funds from the State of Wisconsin and the National Endowment for the Arts. We extend sincere appreciation to all of our patrons for financial support throughout the year. The Miller Art Museum is a 501(c)3 nonprofit organization; donations are tax deductible to the full extent of the law.

the Miller
ART MUSEUM

   /millerartmuseum

107 South 4th Avenue, Sturgeon Bay, WI 54235
P: (920) 746 - 0707 • www.millerartmuseum.org

Museum Hours: Monday 10am - 7pm • Tuesday - Saturday 10am - 5pm • Closed Sunday • Free Admission • Kid's Activities

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

the Miller ART MUSEUM

What is M3?
The Miller's satellite programming space located at **142 S. 3rd Ave.**

								1	2
									10am - 12pm @M3 Sketchbook Sat. "Blob Squad" & "Watercolor Faces"
	4		5	6	7	8	9		10am - 12pm @M3 Sketchbook Sat. "Mixed Media Altered Book"
			9:30am @M3 Tues Craft Hour: Firework Paint		10:30 am @ M3 Critique Circle				
	11	12	13	14	15	16			10am - 12pm @M3 Sketchbook Sat. "Imaginary Murals"
	For the Love of Chardin Closes	9:30am @M3 Tues Craft Hour: Still Life Table Collage		10:30am @ M3 Conversation Around the Easel f/ Chick Peterson	4:00pm - 5:00pm Member Pre-View Tour	5pm - 6:30pm Opening Reception			
			EXHIBITION INSTALL / MUSEUM CLOSED						
17	18	19	20	21	22	23			10am - 12pm @M3 Chalk the Bay Chalk Art Sidewalk Party
		9:30am @M3 Tues Craft Hour: Cupcakes with Wayne Thiebaud		10:30am The Studio Door w/ Brandon Bauer	11am Art/Speaks				
24	25	26	27	28					
		M3 Tues Craft Hour: Kandinsky Inspired Concentric Circle Collage	6:30 pm - 8:30pm Live Drawing						
31									

JULY EVENTS

Landscape Fragments on Public Access Channel 987 | 1pm & 5pm daily | July 25 - Aug 1



@millerartmuseum

** Events in BLACK will be held at M3 located on 3rd Ave. Events in Blue will be held at the Miller Art Museum.

18 July 2022 – Library Board Meeting



Agenda Item Notes

Agenda Item 6. Review and Approval of Door County Library Board of Trustees Open Meeting Public Participation Policy

When the Library Board reviewed the Door County Library Board of Trustees Open Meeting Public Participation Policy at the June 20th, 2022 Library Board Meeting the Board decided to:

- Limit Public Comment time to 15 minutes
- And provisions should be made so that potential online meeting attendees can participate in the Public Comment section of the meeting.

Those changes have been made and a new draft of the Door County Library Board of Trustees Open Meeting Public Participation Policy is included for approval.

DRAFT

DOOR COUNTY LIBRARY

Policies & Procedures

Subject: Open Meeting Public Participation Policy**Effective Date: TBA****Source/Date: LIBRARY BOARD / TBA**

Purpose

The purpose of this document is to outline the process for public participation at meetings of the Door County Library Board of Trustees (or “Library Board”).

Definition

The Door County Library Board of Trustees meetings are open to the public and follow the State of Wisconsin Open Meeting Laws under Chapter 19 of the Wisconsin State Statutes and values patron input and reserves a place on agendas for public participation. Per Wis. Stat. § 19.98 a governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.

The Door County Library Board of Trustees defines “public participation” as information that may be received by the Library Board from members of the public during a period of public comment at meetings of the Door County Library Board of Trustees.

Philosophy

The Door County Library is committed to the principles of public access to information and as such supports citizens’ rights to state their opinions on library matters.

Policy

The purpose of a public comment period at a meeting of the Door County Library Board of Trustees is to give persons an opportunity to inform the Library Board about their views. The meeting itself belongs to the Library Board. The public does not participate in decision-making. Instead, it provides input to the Library Board, which takes the input into consideration in making its decisions.

Rules governing the Public Comment period at meetings of the Door County Library Board of Trustees are as follows:

A. A public comment period is limited to no more than fifteen (15) minutes. The maximum time allotted to each speaker is three (3) minutes. A speaker may not yield or reserve their time to another speaker.

B. Public comment is limited to matters that are germane to an agenda item or fall within the Library Board’s statutory authority, responsibilities, and roles.

DRAFT

C. If a member of the public raises a subject that does not appear on the meeting agenda, discussion of that subject will be limited and any deliberation or action deferred to a later meeting for which more specific notice can be given.

D. Public comment is on a first-come-first-serve basis. A speaker may be present in person or online. Speakers must fill out the attached form, or state the required information for the record before speaking if online.

E. A speaker must get recognition from the Library Board President before speaking, state their name, and address remarks to the Library Board President.

G. To prevent cumulative and repetitive comments, the Library Board President may, at their discretion, provide for the designation of spokespersons for groups of persons supporting or opposing the same positions.

H. The Library Board President may provide for the maintenance of order and decorum in the conduct of the public comment period.

1. Maintaining order includes keeping speakers to their allotted time and germane matters, controlling others from interrupting the speaker who has the floor, and preventing others from otherwise disrupting or delaying the meeting.

2. Maintaining decorum includes encouraging speakers to be courteous and respectful. The use of obscene, profane language or gestures will not be tolerated.

Other conduct to be avoided includes, but is not limited to; clapping, shouting, whistling, obscene or profane language or gestures, and true threats (i.e., words or actions that cause a person to fear for their safety or life).

If order and decorum is not maintained, the Library Board President may terminate a period of public comment.

I. The Board of Trustees reserves the right to go into closed session under specific guidelines per Wis. Stat. § 19.85(1).

Please fill out the information below and hand to a board member before the meeting is called to order.

Date: _____

Name: _____

Phone: _____

Address: _____

Agenda item being addressed: _____

Non- Agenda item being addressed: _____

18 July 2022 – Library Board Meeting



Agenda Item Notes

Agenda Item 8. Reports – Archives Report

As part of the Archives Report, Steve Rice will be updating the Library Board on the status of the Museum and Archives Facility project.

Included is the Basis of Design (BOD) from Dorschner Associates, the architectural firm working on the Museum/Archives project.

DORSCHNER ASSOCIATES

Architecture
Planning



Door County Historical Museum and Archives Facility

Basis of Design

OVERVIEW

BOD Overview

The Basis of Design is created to document the reasoning and assumptions made during the design process. The Basis of Design, organized by individual disciplines (e.g., architectural, mechanical/HVAC, electrical, etc.) details the selection of components, systems, manufacturers, or layouts, any assumptions made by designers during this process, and any codes, standards, or guidelines that influenced the designs.

Codes and Standards

Building codes:

- Life safety codes
- Local and national building codes
 - IBC 2015, IEBC 2015
 - DSPS
 - Wisconsin Enrolled Commercial Building Code
 - Wisconsin Administrative code
 - City of Sturgeon Bay Municipal Code and Zoning Map (updated 1/3/2022)
 - Sturgeon Bay Comprehensive Plan 2040 Adopted October 20, 2020
- NFPA – Life Safety Code 101
- NEC

Standards:

- Americans with Disabilities Act (ADA) requirements
- American National Standards Institute (ANSI)
- National Institute for Occupational Safety and Health (NIOSH)
- Occupational Safety and Health Administration (OSHA)
- Occupational Safety and Health regulations
- The Secretary of the Interior's Standards for the Treatment of Historic Properties
- Measures of Sustainability
 - U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) rating system
 - Green Globes
 - Energy Star
 - Living Building Challenge
 - WELL
 - AIA COTE Top Ten Toolkit

Existing Documents Reviewed

- County Facilities Master Plan for Downtown Sturgeon Bay Final Report issued December 28, 2021
- Door County Archive Younkers Building Renovation Final Report issued April 10, 2020
- Door County Archive Project Budget Renovation/Reduction/Replacement issued April 6, 2020
- 2011 Historical Museum expansion concept Basement Plan, First Floor Plan and Renderings
- Site Survey Younkers, February 27, 2019
- Site Survey Door County Historical Museum, revised 1-19-11

- Includes two adjacent lots on Michigan St.
- Completed prior to the deconstruction of the residential buildings at 442 Michigan St.
- Construction Drawings, 1983 Addition and Remodeling Door County Historical Museum
- Door County Historical Museum, Wisconsin Architecture and History Inventory Property Record, 18 N 4th Ave. Survey Date: 2000
- Construction Drawings, original 1939 museum dated February 1937
- Historic photos
- Information related to adjacent context
 - Adjacent property, Door County Land Trust, Wisconsin Architecture and History Inventory Property Record, 23 N. 5th Ave
 - Opposite Louisiana St of 23 N. 5th Ave, Wisconsin Architecture and History Inventory Property Record, 462 Louisiana St.
 - National and State Register Listed Carnegie Free Library, opposite N 4th Ave. from the Museum, Wisconsin Architecture and History Inventory Property Record, 354 Michigan St.
 - National Register of Historic Places Third Avenue/Downtown Historic District Nomination (does not extend to the east face of the block opposite N 4th Ave. from the Museum)

PROJECT SCOPE AND OVERVIEW

Review of Previous Studies – Younkers Building Renovation

Our review supports the finding of the 2021 County Facilities Master Plan for Downtown Sturgeon Bay that conversion to archives is not the highest and best use of the Younkers building. Our analysis of the 4 recommendations provided in the study:

- ***The 2021 County Facilities Master Plan for Downtown Sturgeon Bay Recommendation 1: Younkers building would be very expensive to convert to archives.***
 - The existing building designed for retail use does not meet the building systems and envelope criteria for the successful preservation of archives.
 - This Basis of Design further defines the design criteria of the Archives Facility.
 - We find the deferred maintenance to be typical of this retail building type nearing the end of its useful life without reinvestment.
 - No historic designation or historical property record for Younkers was identified.
 - The total project budget for this project is \$5.5M.
 - This includes \$5M for the Museum and Archive Facility and a \$500,000 allocation for the Younkers Building in the 23-27 CIP request.
 - The 2021 County Facilities Master Plan construction cost estimate for new construction:
 - 4,200 SF Historical Museum Addition, \$391/SF \$1,643,000
 - 11,200 SF Historical Museum Renovation, \$9/SF \$106,000
 - Soft Costs \$437,250
 - 4,200 SF Archive Addition, \$468/SF \$1,966,300
 - Soft Costs \$491,575
 - Total Construction Cost \$3,715,300
 - Total Project Cost \$4,644,125

- Costs represent construction in 2023
 - Younkers lot demolition for sale not included
 - This project will verify the program requirements of the Historical Museum and Archives.
- Comparatively, the 2020 Door County Archive Younkers Building Renovation Final Report cost estimate for renovation exceeds the 2021 report and allocates less square footage to the Archives and Museum.
 - The 2020 Renovation Final Report defines the majority, 17,388 SF of the 20,416 SF building, be renovated to provide lease space and building common areas for uses other than Archives.
 - The cost estimate finished tenant suites to a 'white box' level of completion for fit out in future phases requiring additional financial commitment prior to occupancy.
 - 3,026 SF Archives program function square footage allocated including:
 - Receiving, 163 SF
 - Workroom, 563 SF
 - Manager, 304 SF
 - Research Room, 695 SF
 - Archive Storage 1,301 SF
 - Total Construction Cost 22,267 GSF Renovation, \$210/SF \$4,665,117
 - Additional Construction Costs \$728,192
 - Soft Costs \$673,068
 - Total Project Cost \$6,066,376
 - Costs represent construction in 2021
 - In terms of square footage, the 2011 First Floor Historical Museum Basement and First Floor Concept Plans exceed the square footage allocated to the Historical Museum and Archives in 2020.
 - 4,847 SF Archive and Museum program function square footage allocated including:
 - Archives Research, 784 SF
 - Multipurpose, 1230 SF
 - Breakroom, 102 SF
 - Historical Society, 500 SF
 - Archives, 896 SF
 - Theater, 165 SF
 - Display, 630 SF
 - Work Room, 420 SF
 - Office, 120 SF
 - ***The 2021 County Facilities Master Plan for Downtown Sturgeon Bay Recommendation 2: There is no immediate need for the Younkers Building.***
 - No government function has been identified for the Younkers Building.
 - This study evaluates renovating the 11,850 SF back portion of the Younkers building to serve the Youth Connection Center with the remainder of the back portion remaining County general storage.
 - The Youth Connection Center program needs were identified in the 2020 study:
 - 3,000 Youth Connection Space including open activity area, 8 homework workstations, 2 staff workstations, consultation room, 560 SF lounge

- 560 SF Breakroom – range hood, pizza oven, microwave, coffee
- Restrooms, Janitor Closet
- Server Room, Mechanical/Electrical Rooms
- ***The 2021 County Facilities Master Plan for Downtown Sturgeon Bay Recommendations 3 and 4: Younkers building is available for an alternate use or for sale. and If it is sold the parking lot should be subdivided and dedicated to the museum.***
 - We recommend analyzing the highest and best use of the Younkers property concurrent with this project's determination of the site program needs of the Historical Museum and Archives Facility.
 - This project will evaluate design alternatives supporting the Historical Museum and Archives Facility and identify the potential developable portions of the remaining Younkers Property.
 - Design solutions are to consider the Municipal Code, Zoning Map, Comprehensive Plan and the ongoing Sturgeon Bay Civic Building District planning.
 - The existing surface parking lot accessed from N 4th Ave. is not consistent with the Comprehensive Plan C-2 zoning which locates parking in the rear of the property and the built form reinforcing the public street.
 - This block transitions between C-2 zoning on the southwest and C-5 zoning on the northeast.
 - This project will engage the City of Sturgeon Bay to discuss combining parcels or the division of parcels.
 - C-2 zoning maximum building height is 45 feet.
 - The property location in the central business district (C-2) does not have a minimum quantity of off-off street parking spaces required.
 - Ensure appropriateness and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - New additions should be designed and constructed so that the character-defining features of the historic building, its site and setting are not negatively impacted.
 - Generally, a new addition should be subordinate to the historic building.
 - The historic context and the museum itself should be considered part of the visitor experience.

Existing Door County Historical Museum Building General

- The Door County Historical Museum is located at 18 N 4th Avenue in Sturgeon Bay, Wisconsin.
- The Historic Museum was constructed in 1939 and continues today to serve as a public gallery. The first floor gallery is 1,400 ASF.
- The addition constructed in 1983 provides 4,410 ASF of gallery space in a split level configuration accessed by ramps with a stair providing a second means of egress.
- The primary entrance navigates a set of stairs off N 4th Avenue with an accessible entrance location on the side of building on Michigan Street.
- Deferred maintenance has been identified by the County to be addressed within the scope of this project.

Proposed Historical Museum and Archives Addition General

- This project will create an addition to the Historical Museum that supports the Historical Museum and creates a New Archive Facility.
- The addition will provide an accessible entrance and Welcome Area serving both the Museum and Archives.
- Site improvements will provide outdoor program space and outdoor gallery space in addition to service access and parking.

Museum and Archive Addition and Renovation Program Verification

The program verification evaluated space needs and growth arriving at the following breakdown of space types:

- 1,160 GSF of office spaces
- 17,960 GSF for the Gallery/Museum/Archives including:
 - Entrance and Welcome Area, 600 ASF
 - Program Space, 1000 ASF
 - Archive, 4230 ASF
 - Existing Gallery, 6620 ASF
 - Gallery Expansion, 1000 ASF
 - Gallery Prep, 500 ASF
- 1,300 GSF for building services (mechanical, plumbing, electrical spaces)

The existing historic museum basement is not included in the total program square footage for renovation as archives or artifacts would no longer be stored in the basement.

- 9,100 GSF of program space would be accommodated in the Existing Historic Museum/Addition/Firehouse footprint
- 11,260 GSF of program space would be accommodated in the Museum and Archive Addition

For more detail, refer to Attachment 1 Space Tabulation (Space Tab).

For more detail, refer to Attachment 2 Room Data Sheets.

For more detail, refer to Attachment 3 Adjacency Diagram.

Concept Options

Refer to Concept Options, Attachment 4.

The Conceptual Plans were developed to explore opportunities for the Museum and Archive Building Addition and all County owned parcels on the block to strengthen connections of the civic campus and positively impact downtown Sturgeon Bay. Each Concept Option explored an alternative approach to strengthening the Museum and Archive visitor experience and the pedestrian experience. Concepts were reviewed considering other potential future development on the block and strengthening the connection of the civic campus.

- All concepts reflect a one-story Museum and Archive Facility Addition accommodating the program needs identified in the space tab.
- The addition is to be appropriately located in relationship to the Historic Museum.
- The addition is to support the goals of the City of Sturgeon Bay Comprehensive Plan and the County Facilities Master Plan for Downtown Sturgeon Bay to strengthen connections.

- Concept 1 locates the Museum and Archive Addition facing N 4th Avenue for the length of the block. The footprint of the back portion of the Younkers building is shown remaining and the front portion of the Younkers building deconstructed. A parking lot and loading is shown accessed from Michigan St.
- Concept 2 locates the Museum and Archive Addition with frontage facing both N 4th Avenue and Michigan Street. The concept reflects the demolition of the Younkers building with a party wall relationship between the Museum and Archive Addition and potential neighboring redevelopment. The potential redevelopment maximum height is shown per the City of Sturgeon Bay Zoning Code. A parking lot and loading is generally located where an alley once existed, accessed from Michigan Street or Louisiana. Deed restrictions or other tools could potentially provide aesthetic or functional requirements of the adjoining party wall or circulation.
- Concept 3 explores the Museum and Archive Addition facing N 4th Avenue for the length of the block with a parking lot and loading generally located where an alley once existed, accessed from Michigan Street or Louisiana. The site provides opportunities to accommodate Outdoor Program Space Needs.

BUILDING SYSTEMS AND PERFORMANCE CRITERIA

ARCHITECTURAL - MUSEUM AND ARCHIVES ADDITION / RENOVATION

Exterior Envelope

Exterior walls will be composed of a masonry cavity wall with detailing reflecting the spirit our time and appropriate to the Historic Context.

Glazing will be high performance inviting visitors and providing natural daylight in appropriate locations. Staff work areas are to have access to natural daylight where appropriate to the conservation of archives and artifacts.

The roof system will be composed of tapered insulation with a single ply membrane. The building envelope will integrate sustainable design solutions and evaluation of criteria including building systems performance and life cycle cost.

Interior Construction

The New Archive Facility will be most sensitively located to protect the collection with layers of access control and envelope protection providing climate and environmental control.

Finishes

The Historic Museum finishes include exposed wood beams, plaster, wood floors, natural stone and stained glass.

Flooring

During design, specialty concrete flooring finish or wood appropriate to the public use will be evaluated. Other areas will be resilient or sealed concrete flooring. Ceramic Tile will be used in the restrooms floor or wall surfaces.

Ceiling

The use of wood or exposed structural systems will be evaluated. Acoustic Ceilings in office spaces.

GWB will be provided in the Restrooms.

Walls

Walls will be natural materials or painted GWB/Plaster. Consideration will be given for exhibit flexibility.

STRUCTURAL SYSTEM – MUSEUM AND ARCHIVES ADDITION / RENOVATION

Applicable Codes, Standards and Guidelines

The Structural systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - 2015 International Building Code
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Commercial Building Code

Existing Building Structure

- The 1937 original museum structure consists of masonry bearing walls supported on spread footings. The first floor is constructed of 2x12 joists supported by steel beams and columns. The roof is constructed of timber framing.
- The 1983 addition structure consists of wood framed walls supporting wood trusses. The bearing walls are supported on spread footing foundations. The interior elevated floor is constructed with 2x12 joists supported on steel beams and columns.

Addition structural system approach

- The structure will be a single-story structure.
- Footings and foundations will be constructed with conventional shallow spread footing foundations and continuous wall foundations. If required, grade will be retained with a retaining wall foundation.
- The structure of the addition is anticipated to be bearing walls (CMU or Precast) or steel framing supporting either a conventional steel (beams and joists) roof structure. An alternate framing option would be mass timber framing. The roof structure will be designed to support required roof top mechanical equipment if placed on the roof.
- The floor of the structure will be concrete supported on grade with a vapor barrier below to minimize moisture.
- Live load for the slab on grade – 200 psf. Roof Snow Load – 35 psf.
- Loading and embed coordination with high-density storage rails will be evaluated.

CIVIL – MUSEUM AND ARCHIVES ADDITION / RENOVATION

Existing Conditions

The existing Museum parcel along with the two (2) recently acquired parcels total approximately 0.67 acres. The existing Museum parcel abuts N. 4th Avenue on the southwest with the main building entry staircase connecting directly to the City sidewalk. The main building entry is setback approximately 8-10 feet from the property line, while the Museum northwesterly wing is setback approximately 30-ft with a large turf lawn extending to the City sidewalk. Areas on either side of the entry sidewalk along the building contain landscape planting beds and vegetation. The

northwesterly wing of the building is approximately 10-ft off the northwesterly property line being a low retaining wall adjacent to a parking lot. The southeasterly side of the parcel abuts Michigan Street with the building setback approximately 25-ft. There is a large turf lawn area with some trees also containing a monument sign for the Museum along with a secondary entry walk/door. City concrete sidewalk extends the length of the parcel along Michigan Street. On the northeast side of the original Museum parcel, immediately behind the building there is a maintenance strip then a vegetation strip precluding is a row of large mature screening evergreen trees. An air conditioning unit and gas meter is located on the rear/northeast wall of the Museum building. The adjacent two (2) recently acquired parcels are cleared of the prior residential home and garage. Subgrade foundations appeared to remain below grade, confirm subgrade demolition needed. A power pole with guy wires is located at the north corner of the parcel. Northeast of these acquired parcels are residential homes.

There are no parking facilities on the original Museum parcel and the adjacent parcels have only remnant pavement and debris from the recent removals. It is anticipated that all necessary municipal and private utilities are present and available in the adjacent roadways.

Michigan Street has a 5-ft concrete sidewalk and grass terrace. Michigan Street is a 44-ft wide asphalt roadway with concrete curb and gutter along the acquired parcels and concrete pavement with curb and gutter along the existing Museum parcel. N. 4th Avenue is a 50-ft wide concrete street with curb and gutter and sidewalks with no grass terrace. Grades along Michigan Street increase from the corner of N. 4th Avenue toward the northeast with elevations at the intersection of approximately 602.00 and elevations at the northeast end of the acquired parcels of approximately 610.00 over 210-ft of length (3.8% slope). N. 4th Avenue is relatively flat with only approximately 1-ft of grade change from 601.00 at the northwesterly parcel line to 602.00 at Michigan Street.

General Design Parameters

The Plumbing systems for the building and on the parcel will be designed using all applicable codes and standards including State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services, Chapter SPS 382.

Plumbing systems in the public roadway must also follow City of Sturgeon Bay requirements. Other work in the public right-of-way including pavement restoration and replacement also will follow City of Sturgeon Bay requirements.

Site Design for stormwater management will follow Wisconsin DNR Ch. 151/216 and City of Sturgeon Bay requirements.

Site Grading and Stormwater Management

Work northeast of the existing building will require removal of the tree line and grading to accommodate final topography. Along the adjacent parcels to the northwest and northeast, low landscape retaining walls may be required depending on the design solution or grade will align with the adjacent property grade. Design solutions will meet ADA accessible guidelines in coordination with the design solution interior finished floor elevation. Landscape will meet City of Sturgeon Bay requirements including screening views and providing shade.

Grading for drainage will direct runoff away from and around the building. Depending on the final design and amount of impervious cover added and/or pavement added, stormwater

treatment devices such as biofilters and/or rain gardens will likely be necessary. Building downspouts and roof drains are expected to be collected interior to the building and directly connected to the City storm sewer.

Site Utility Connections

As required for the new building addition a 4" or 6" domestic water main shall be supplied from the City water system. In addition, a new 4" sanitary main shall be extended from City sanitary system main. It is anticipated that the existing natural gas will remain unless the final layout of the addition conflicts with the existing meter location, in which case natural gas will be relocated accordingly.

Existing Site Modifications

Site modifications shall include provisions for outdoor program space, parking for staff, visitors and service access. Sloping for loading areas will be coordinated during design. Any adjacent concrete sidewalk that will be damaged or removed will be replaced in kind. Sidewalks to entrances will be concrete sidewalk. Utility connections extending into the City roadways will require pavement restoration matching City specifications. Parking surfaces will be asphalt with concrete curbs or wheel stops.

MECHANICAL SYSTEMS – MUSEUM AND ARCHIVES ADDITION / RENOVATION

Applicable Codes, Standards and Guidelines

The HVAC systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - International Energy Conservation Code
 - International Mechanical Code
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 363 - Energy Conservation (Amendments to IECC)
 - Chapter SPS 364 - Heating, Ventilating, and Air-Conditioning (Amendments to IMC)
- ASHRAE – American Society of Heating, Refrigerating, and Air-Conditioning Engineers
 - Standard 15 – 2013 – Safety Standard for Refrigeration Systems
 - Standard 55 - 2013 – Thermal Environmental Conditions for Human Occupancy
 - Standard 62.1 – Ventilation for Acceptable Indoor Air Quality
 - Standard 90.1 – Energy Standard for Buildings, Except Low-Rise Residential Buildings.
- NFPA – National Fire Protection Association
 - 54 – National Fuel Gas Code
 - 70 – National Electric Code
 - 90A – Standard for the Installation of Air Conditioning and Ventilating Systems
 - 101 – Life Safety Code

Outdoor Design Temperatures

The project site is located in Sturgeon Bay, Wisconsin which is within Door County.

Exterior design temperatures used for heating and cooling load calculations per Wisconsin SPS 363 shall be:

- Winter: -15.0 degrees F

- Summer: 87.0 degrees F DB / 75.0 degrees F WB

Indoor Design Temperatures

Internal spaces shall be designed to the following temperature setpoints:

- Non-Archive Storage / Presentation Space
 - Winter: 68 degrees F in occupied mode / 64 degrees F in unoccupied mode.
 - Summer: 76 degrees F in occupied mode / 82 degrees F in unoccupied mode.
- Archive Storage / Presentation Space
 - Winter: 68 degrees F.
 - Summer: 72 degrees F.
 - Mechanical system shall be designed to not allow for temperature short term fluctuations of greater than +/- 9 degrees F.

Indoor Design Relative Humidity

Internal spaces shall be designed to the following temperature setpoints:

- Non-Archive Storage / Presentation Space
 - Winter: 20% RH to 30 % RH.
 - Summer: 50% RH to 60% RH.
- Archive Storage / Presentation Space
 - Winter: 50% RH.
 - Summer: 60% RH.
 - Mechanical system shall be designed to not allow for RH short term fluctuations of greater than +/- 10% RH.

Space Ventilation Rates

The building ventilation rates (outside air and exhaust air) will exceed Wisconsin SPS364 minimum requirements.

Additionally, ventilation rates will exceed ASHRAE 62.1 guidelines by a percentage as defined by the leadership team and A/E during the design process. Factors that will help define the ventilation increase will include LEED recommendations, equipment sizing and overall sustainability and operation goals.

Building Pressure Relationships

As required by code and applicable standards, spaces shall be designed to achieve positive or negative pressure relationships relative to adjacent spaces. Spaces including but not limited to Toilet Rooms and Janitor Closets shall be designed negative with respect to adjacent spaces. The grade level and lower floors of the building shall be designed with an overall positive pressure in relationship to the exterior.

Space Heating / Cooling Load Calculations

Heating / Cooling load calculations will be performed for sizing equipment and infrastructure.

Internal anticipated heat gains calculated per the following:

- Occupant loads based on the number of people and the activity levels within the space.
- Lighting load to be based on the actual lighting layout and density.
- Other miscellaneous loads will be based on anticipated equipment located within the space such as breakroom equipment, display lighting / AV equipment, or other computing equipment.

HVAC System Filtration

Ventilation systems that provide fresh outside air to the building shall include particulate filtration using minimum MERV 13 efficient filters.

MERV 13 filters will incorporate a pre-filter as available from equipment manufacturers.

Based on facility direction and component availability, additional filtration such as ultra-violet germicidal irradiation or bipolar needlepoint ionization can be incorporated into air handling systems as requested during design.

Existing Building Conditions and Deferred Maintenance

The existing building HVAC system consists of four indirect gas fired furnace units with remote DX condensing units located on the exterior of the building. Each furnace is zoned for a different portion of the existing building; fire department display area, museum front display area, museum back display area, and basement. There are also several electric cabinet unit heaters to provide heat on exterior spaces.

The county's deferred maintenance list calls for replacement of all the existing condensing units as well as one furnace due to old age and experiences failures. While it is possible to replace these systems one for one with new equipment, consideration should be given to feeding the existing museum from the system provided in the proposed addition and removing the existing furnaces and condensing units entirely. This method would aid in centralizing the building HVAC system which would be desirable from a maintenance perspective.

Utility Service (Natural Gas)

The existing natural gas service shall be modified and increased (as required) to service the building renovation. The HVAC contractor will be required to pay all required utility connection fees and costs associated with the modified utility service.

HVAC Systems

The building renovation is intended to be served by a central heating and cooling system consisting of roof mounted packaged equipment with zone level terminal boxes (VAV system) equipped with electric reheat. The packaged roof mounted equipment will contain an indirect gas fired heating section as well as a direct-expansion type cooling section. The systems will be zoned as required for proper occupant comfort and temperature/humidity control based on space type. Special considerations per space type are listed below:

Non-Archive Storage Occupied Areas

Spaces such as Offices spaces, non-archive work areas, and conference rooms will be treated as follows:

- Spaces will follow indoor design conditions listed previously for Non-Archive Storage
- Variable Air Volume Terminal boxes with Electric Reheat will serve each zone and be connected to the packaged rooftop equipment.
- Offices and other small areas may be grouped onto a single zone based on proximity to each other and function.
- Depending on final design concept, in areas with high ceilings a high volume low speed ceiling fans may be implemented to prevent stratification of air in heating mode.

Archive Storage / Display Areas

Spaces used for displaying or storing sensitive archives and other museum property will be served as follows:

- Spaces will follow indoor design conditions listed previously for Archive Storage.
- Variable Air Volume Terminal boxes with Electric Reheat will serve each zone and be connected to the packaged rooftop equipment.
- Each zone may contain an in-duct or in-space humidifier sequenced to maintain space relative humidity as listed in the design conditions. Humidification water will be sourced from RO water system as required. Refer to plumbing scope for RO water system detail.

Breakroom

Spaces will be served as follows:

- Spaces will follow indoor design conditions listed previously for Non-Archive Storage
- Variable Air Volume Terminal boxes with Electric Reheat will serve each zone and be connected to the packaged rooftop equipment.
- Space will be equipped with the code required exhaust systems based on the equipment located within.

IT / Server Room

Depending on the equipment and cooling load within any IT / Server room, either of the following systems would service the space:

- Transfer fan
 - Air to be moved from the server room and discharged to the adjacent air-conditioned space. Conditioned air from the adjacent space is then transferred into the room.
- Ductless split cooling system.
 - If the cooling load is too large for a transfer fan, mechanical cooling would be installed to service the space.

Toilet and Janitor Space

Spaces will be served as follows:

- A dedicated general exhaust fan will be used to extract the code required exhaust airflow from the space.
- Spaces may be grouped based on proximity to each other and placed on a common exhaust fan system.

Loading Dock / Receiving Area

Additional heat will be provided at loading dock doors. System to include:

- Natural gas fueled low-intensity infra-red heaters.

Space Sound Criteria

Supply and return air registers, diffusers and grilles will be selected to maintain space NC rating of 35.

Control Systems

A DDC control system shall be provided to monitor and control the HVAC system based on building demand and outside air temperatures. DDC system shall include outdoor air economizer and demand-controlled ventilation sequences. DDC system shall have a web accessible interface and include remote alarming capabilities.

DDC control system shall include space temperature sensors, humidity sensors (as required), and control exhaust fan operation in locations where intermittent exhaust is acceptable per code. Exhaust fans shall operate continuously in locations specifically identified with this requirement.

PLUMBING SYSTEMS – MUSEUM ADDITION / RENOVATION

General Design Parameters

The Plumbing systems in the building will be designed using all applicable codes and standards including:

- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 382 – SPS 384 Plumbing Code

All plumbing piping shall be routed with careful consideration to avoid installation directly above or in vicinity of museum archives or artifacts. Leak detection systems will be considered.

Existing Building Conditions and Deferred Maintenance

The existing building plumbing system consists of a small electric water heater to support the two restrooms as well as a small sink in the basement mechanical room. There are two single toilet restrooms on the main level of the existing building.

The county's deferred maintenance list calls for replacement of all the existing toilets, sinks, and lavatories. There is no mention of the existing water heater on the list. As part of this renovation, the existing fixtures shall be replaced with new or locating the restrooms in the addition will be evaluated. Consideration may be given to serving hot water to the replaced fixtures from a new central domestic hot water system in the new addition.

Sanitary Waste and Vent

The sanitary sewer system for the new addition shall drain by gravity and collect waste from all plumbing fixtures located within the addition and route via a 4" lateral to a new point of connection to the city main on the site no further than five (5) feet beyond the building's foundation. Design shall be coordinated with City of Sturgeon Bay and existing sewer inverts in the street to establish if sanitary drainage shall be pumped. It is anticipated that the sanitary lateral will be a 4" main.

The sanitary vent through the roof penetrations shall terminate above the roof area, outside of areas where HVAC intakes are located.

Storm Drain and Clearwater Waste and Vent

The existing building and building addition roofs continuously slope to the roof edges. The roof drainage is collected through exterior gutters drain to vertically to grade.

Domestic Water

Due to the age of the existing building, and lack of capacity, a new 4" or 6" combined domestic/fire suppression water service shall be supplied from the street water main to serve the facility. Domestic hot and cold-water piping shall serve plumbing fixtures in all new spaces as required, from mains and branch lines routed above ceiling and walls. The piping system shall be designed based on available city water pressure at the site.

Plumbing Fixtures

The toilet rooms and break rooms will be supplied with high efficiency water saving commercial grade plumbing fixtures.

- Water closets are to be low-flow commercial grade vitreous china models with elongated bowl, sensor operated concealed flush valve, or flush tank type and foot operated toilet lid lifts if needed for replacement in kind.
- Restrooms will be single occupant, all gender restrooms.
- Lavatories will be low-flow commercial grade quartz or vitreous china with sensor operated faucets.

Domestic Water Heating Equipment

Domestic hot water for the building addition will be generated by a high efficiency gas fired hot water heater with internal storage. A hot water circulation pump shall be utilized to maintain the hot water temperature throughout the building addition.

Domestic Water Softening

All domestic water to fixtures other than hose bibbs, wall hydrants, or equipment requiring hard water will be softened. Water serving the water heating equipment will be soft water.

Reverse Osmosis Water System

A new Reverse Osmosis water system consisting of filtering and storage tank will be designed for support of the HVAC humidification system.

FIRE PROTECTION SYSTEM – MUSEUM ADDITION / RENOVATION

General Design Parameters

The Fire Protection systems in the building will be designed using all applicable codes and standards including:

- State of Wisconsin - Wisconsin Administrative Code Safety and Professional Services
- NFPA 13
- City of Sturgeon Bay Fire Department (AHJ)

Occupancy Classifications

The occupancies of this building are a mix of light hazard and ordinary hazard occupancies. Spaces that will be light hazard include office, break rooms, and toilet rooms. Spaces that will be ordinary hazard include mechanical rooms and equipment rooms.

Existing Conditions and Selective Demolition

The existing building is not protected by any fire suppression system.

Sprinkler System

A new water service will be brought into the new addition by the plumbing contractor and a flange will be provided for the fire suppression system. A double check valve, fire department connection, and sprinkler zone valves will be installed to serve the addition. It is anticipated that the addition will be served by a wet pipe system, however special consideration will be given during design to areas with archives and museum storage.

Slope piping and arrange systems to drain at low points.

Where ceilings are to be installed pendant sprinklers are to be centered in ceiling tiles. Exposed ceiling areas will have quick response upright sprinklers. Electrical and IT rooms will have sidewall heads.

Final fire protection system design shall be completed by the installing fire protection contractor.

During the design phase the life safety plan for the addition and the existing building will be evaluated.

ELECTRICAL SYSTEMS – MUSEUM ADDITION / RENOVATION /DEFERRED MAINTENANCE

Applicable Codes, Standards and Guidelines

The Electrical systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - International Energy Conservation Code 2015
 - National Electrical Code (NEC)
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 363 - Energy Conservation (Amendments to IECC)
 - Chapter SPS 316 – Wisconsin Electrical Code
- NFPA – National Fire Protection Association
 - 70 – National Electric Code
 - 101 – Life Safety Code
- IESNA – Illuminating Engineering society of North America
- NEMA – National Electrical Manufacturers Association

Power Systems Guidelines

The existing building is served underground at 208Y/120 volts three phase by Sturgeon Bay Utilities, emanating from pole mounted transformers located on a pole between the Museum and Younkers buildings. The primary lines run overhead of the rear portion of the Younkers building in an east-west direction and drop down the pole and head underground along the outside of the east wall and pop into the basement of the Museum. The city would like to tear down these overhead lines and provide a new underground service fed from a new pad-mounted transformer located between the Younkers building and the Museum. This transformer could also feed the Younkers Building. A proposal was prepared back in 2020 outlining the proposed work and total cost.

The Utility service conductors terminate in an 8 X 8 wiring trough. These conductors are then “tapped” multiple times to feed individual panels. This tapping of the service is required as long as each tapped feeder has a main breaker and are labeled as a separate “Service” and no more than 6 service taps are allowed. The service equipment was installed in 1983 and should be replaced.

The expectation is that all existing electrical distribution and branch circuit breaker panels are obsolete and would be replaced with new as required for the intent of the future space(s).

In addition, most lighting is controlled by turning off circuit breakers, a condition that is discouraged by code and would not meet today's energy code for lighting control requirements.

Service size to be determined once HVAC, lighting and equipment loads are known, but should be in the range of 400 amps, which is what the existing service conductors are rated. This cost will not be included in this budget, but the work is included in the project scope.

Panels will be Square D I-line and NQ type or equivalent.

Conduit will be run in slab or overhead for maximum flexibility. Conduit shall be concealed in finished spaces. Conduit will be electrical metallic tubing. Provide individual neutrals for circuits.

Provide new NEC compliant grounding system consisting of driven ground rods, connection to metallic water service piping and building steel. Include separate grounding conductor in all conduits.

Provide circuits and equipment connections appropriate for future configurations. Wire all mechanical equipment and provide control and disconnecting means as required by Mechanical Design.

Lighting and Controls Guidelines

The existing lighting in the Museum building is comprised primarily of track mounted fixtures retrofitted with LED lamps, linear T8 fluorescent lamped fixtures and a few decorative pieces in the main lobby area. Exterior soffit lights are recessed lensed downlights.

The lighting in the new addition will be comprised of entirely LED sources. Lighting in suspended ceiling areas will be recessed. Lighting in Storage areas will be with done with low-bay LED luminaires. Lighting controls shall meet IECC requirements and may be controlled by relay panels with internal timeclock or a networked low voltage system with occupancy/daylight sensors, power packs and dimming controls. Local override switches will be provided. In enclosed rooms, occupancy sensors and dimming will be provided. Where natural light is available, daylight sensors will be provided to automatically adjust lighting levels.

Life safety lighting will be fed from a new central battery inverter and will be wired as security/night lights. This is highly recommended for the existing Museum as well to bring it up to current code for egress lighting requirements.

Style of lighting equipment shall be coordinated with the Architect to meet the specific needs of the occupants and also keep with the architectural concepts of the building. Any lighting equipment utilized where sensitive artifacts are being displayed/stored shall be specified with low UV emissions.

New exterior lighting will be illuminated most likely by LED decorative luminaires mounted to the building. Controls will reduce the output when there is no activity and return it to 100% when activity is sensed.

Lighting levels will be designed to meet or exceed IES minimum standards. Color temperatures will generally be 4000 kelvin temperature with a minimum color rendering index (CRI) of 85. LED drivers shall generally be integral, 0-10V dimming.

Fire Alarm

The existing fire alarm system is antiquated. A new, small addressable fire alarm system shall be provided to replace the existing equipment and bring the facility up to code. Equipment requirements to be determined based on future addition occupancy and layout/design. Equipment to be by Simplex, Notifier (Honeywell) or EST.

Communications

Cat 6 cables shall be extended to new device locations desired from the existing IT rack. Each station shall have 4 jacks. If a new rack is required, rack shall be provided by Owner from existing stock.

Access Control, Camera Surveillance and Security

The owner's preferred vendor is Door Guard Security-Larry Madsen 920-743-7573 to install these systems separate from the construction project. The project will provide empty conduit, boxes, 120-volt power and sleeves to facilitate their work.

STRUCTURAL SYSTEM – YOUNKERS BUILDING RENOVATION**Applicable Codes, Standards and Guidelines**

The Structural systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - 2015 International Building Code
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Commercial Building Code

Existing Building Structure

The structure is a single-story steel framed structure. The roof is constructed with steel joists and beams supported by steel columns. The foundation for the structure appears to be conventional shallow spread footings and continuous wall footings. The northern portion of the structure has concrete retaining walls due to the grade elevations change of the site.

Selective Demolition

The demolition of the structure of the front half of the Younkers building can be accomplished with minimal impact on the back half of the existing Younkers building. The existing columns will remain in place at the location of the demolition line to support the back half of the structure. Any lateral resisting system at the demolition line will need to remain in place.

Renovation

Overall, the general existing structure will be reviewed, field measured, and analyzed.

- Confirm the structural capacity of the structure is per current code requirements.
- The existing roof will need to be reinforced to support any roof top mechanical equipment.
- The existing floor slab is cracked and had some differential settlement. The existing floor slab will be replaced as required, assumed 10%
- The existing wood mezzanines will be removed due to inadequate capacity.
- The existing CMU exterior façade shall be replaced/repared as required. There are areas of buckling CMU at the columns due to lateral movement of the steel structure.

- Structural modifications (if required) will be constructed out of steel framing, similar to the existing building structure.

CIVIL – YOUNKERS BUILDING RENOVATION

Existing Conditions

The existing site is a 0.78 acre parcel location in downtown Sturgeon Bay at the corner of N. 4th Avenue and Louisiana Street. The existing building is a former retail store with a single story front portion abutting N 4th Avenue and a high bay portion mid-block on Louisiana Street. The existing building immediately abuts adjacent City concrete sidewalk on the southwest (front N. 4th Avenue) side. On the northwest side of the building (Louisiana Street), there is a 5'-6" grass strip between the existing building and the sidewalk. On the northeast side of the building, the structure is approximately 13-ft off the property line. The northeast setback area is turf with an egress door and gas meter along the northeast building elevation. The adjacent northeast property is a was originally constructed as a residence is separated by turf and landscaping. The existing building has an entry door approximately at the midpoint of the building along Louisiana Street. On the southeast side of the building, there is an existing asphalt parking lot up to the property line with a low retaining wall running the entire length of the parking lot, terminating at the high bay building corner. The high bay portion of the building is setback 2-ft off the southeast property line.

There are two existing catch basins within the existing parking lot. Gas service extends to the building from Louisiana Street along the northeast wall of building. It is anticipated that all necessary municipal and private utilities are present and available in the adjacent roadways.

Louisiana Street has a 5-ft concrete sidewalk and 6.5' grass terrace. Louisiana Street is a 36-ft wide asphalt roadway with concrete curb and gutter and sidewalks. N. 4th Avenue is a 50-ft wide concrete street with curb and gutter and sidewalks and no grass terrace. Grades along Louisiana Street increase from the corner of N. 4th Avenue toward the northeast with elevations at the intersection of approximately 600.00 and elevations at the northeast end of the building of approximately 611.00 over 220-ft of length (5% slope). The parking lot is relatively flat with grades directing water to the catch basins. The retaining wall makes up most of the grade from the lot to the adjacent parcel, however, along the southeast side of the high bay portion of the building, there is approximately 9-ft of grade change from the parking lot to the northeast property corner. N. 4th Avenue is relatively flat with only approximately 2-ft of grade change from 600.00 at Louisiana Street to 602.00 at Michigan Street.

General Design Parameters

The Plumbing systems for the building and on the parcel will be designed using all applicable codes and standards including State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services, Chapter SPS 382.

Plumbing systems in the public roadway must also follow City of Sturgeon Bay requirements. Other work in the public right-of-way including pavement restoration and replacement also will follow City of Sturgeon Bay requirements.

Site Design for stormwater management will follow Wisconsin DNR Ch. 151/216 and City of Sturgeon Bay requirements.

Site Grading and Stormwater Management

Following the demolition of the affected portions of the Younkers building, select locations will require low retaining systems depending on final site design. Accessible entry locations will have walkways following ADA accessible guidelines with appropriate grades. Following the demolition of the entire Younkers building, site grading shall occur to ensure the demolished site matches adjacent grade.

Building roof drains are expected to be collected interior to the building and directly connected to the City storm sewer. Drainage at the perimeter edges will be similar to existing conditions.

Site Utility Connections

As part of the renovation to the remaining portion of the Younkers building. A new 8" Stormwater utility connection is anticipated be made from the City stormwater system to the new building. Tie in connection will be coordinated during design. It is anticipated that the existing sanitary, natural gas, and domestic water lines will be existing to remain. Stormwater connections to the parking lot catch basins will also remain.

MECHANICAL SYSTEMS – YOUNKERS BUILDING RENOVATION

Applicable Codes, Standards and Guidelines

The HVAC systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - International Energy Conservation Code
 - International Mechanical Code
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 363 - Energy Conservation (Amendments to IECC)
 - Chapter SPS 364 - Heating, Ventilating, and Air-Conditioning (Amendments to IMC)
- ASHRAE – American Society of Heating, Refrigerating, and Air-Conditioning Engineers
 - Standard 15 – 2013 – Safety Standard for Refrigeration Systems
 - Standard 55 - 2013 – Thermal Environmental Conditions for Human Occupancy
 - Standard 62.1 – Ventilation for Acceptable Indoor Air Quality
 - Standard 90.1 – Energy Standard for Buildings, Except Low-Rise Residential Buildings.
- NFPA – National Fire Protection Association
 - 54 – National Fuel Gas Code
 - 70 – National Electric Code
 - 90A – Standard for the Installation of Air Conditioning and Ventilating Systems
 - 101 – Life Safety Code

Outdoor Design Temperatures

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Exterior design temperatures used for heating and cooling load calculations per Wisconsin SPS 363 shall be:

- Winter: -15.0 degrees F
- Summer: 87.0 degrees F DB / 75.0 degrees F WB

Indoor Design Temperatures

Internal spaces shall be designed to the following temperature setpoints:

- Occupied Areas
 - Winter: 68 degrees F in occupied mode / 64 degrees F in unoccupied mode.
 - Summer: 76 degrees F in occupied mode / 82 degrees F in unoccupied mode.
- County Storage
 - Winter: 65 degrees F
 - Summer: N/A.

Indoor Design Relative Humidity

Internal spaces shall be designed to the following temperature setpoints:

- Occupied Areas
 - Winter: 20% RH to 30 % RH.
 - Summer: 50% RH to 60% RH.
- County Storage
 - N/A

Space Ventilation Rates

The building ventilation rates (outside air and exhaust air) will exceed Wisconsin SPS364 minimum requirements.

Additionally, ventilation rates will exceed ASHRAE 62.1 guidelines by a percentage as defined by the leadership team and A/E during the design process. Factors that will help define the ventilation increase will include LEED recommendations, equipment sizing and overall sustainability and operation goals.

Building Pressure Relationships

As required by code and applicable standards, spaces shall be designed to achieve positive or negative pressure relationships relative to adjacent spaces. Spaces including but not limited to Toilet Rooms and Janitor Closets shall be designed negative with respect to adjacent spaces. The grade level and lower floors of the building shall be designed with an overall positive pressure in relationship to the exterior.

Space Heating / Cooling Load Calculations

Heating / Cooling load calculations will be performed for sizing equipment and infrastructure.

Internal anticipated heat gains calculated per the following:

- Occupant loads based on the number of people and the activity levels within the space.
- Lighting load to be based on the actual lighting layout and density.
- Other miscellaneous loads will be based on anticipated equipment located within the space such as breakroom equipment, AV equipment, or other computing equipment.

HVAC System Filtration

Ventilation systems that provide fresh outside air to the building shall include particulate filtration using minimum MERV 13 efficient filters.

MERV 13 filters will incorporate a pre-filter as available from equipment manufacturers.

Based on facility direction and component availability, additional filtration such as ultra-violet

germicidal irradiation or bipolar needlepoint ionization can be incorporated into air handling systems as requested during design.

Existing Conditions and Selective Demolition

The existing Younkers building is separated into a “front” half and a “back” half. The front half is served by a packaged rooftop unit with distribution ductwork into the former retail space. The back half is served by a combination of gas fired unit heaters for the storage areas, as well as a small rooftop unit for the individual office and enclosed spaces. The existing restrooms in the back half are exhausted to a common general exhaust fan located on the roof.

All HVAC located within the front half of the existing Younkers building is intended to be demolished with the building. Utilities such as natural gas feeding the demolished equipment from the portion of the building to remain shall be capped for reroute or reuse in the renovation portion of the building. Selective demolition of existing HVAC systems within the renovation space will likely occur and be identified during design. This selective demolition may include removal of exhaust fan systems, unit heaters, rooftop equipment with associated ductwork, and natural gas distribution piping.

Utility Service (Natural Gas)

The existing natural gas service shall be modified and increased (as required) to service the building renovation. The HVAC contractor will be required to pay all required utility connection fees and costs associated with the modified utility service.

HVAC Systems

The building renovation is intended to be served by a central heating and cooling system consisting of roof mounted packaged equipment with zone level terminal boxes (VAV system) equipped with electric reheat. The packaged roof mounted equipment will contain an indirect gas fired heating section as well as a direct-expansion type cooling section. The systems will be zoned as required for proper occupant comfort and temperature/humidity control based on space type. Special considerations per space type are listed below:

Occupied Areas

Spaces such as Youth Connection spaces, Activity areas, Homework stations, Staff Workrooms, Lounges, and Conference spaces will be treated as follows:

- Spaces will follow indoor design conditions listed previously for Non-Archive Storage
- Variable Air Volume Terminal boxes with Electric Reheat will serve each zone and be connected to the packaged rooftop equipment.
- Offices and other small areas may be grouped onto a single zone based on proximity to each other and function.
- Depending on final design concept, in areas with high ceilings a high volume low speed ceiling fans may be implemented to prevent stratification of air in heating mode.

County Storage

Space used for storage will remain similar to the existing condition utilizing existing gas fired unit heaters.

Breakroom

Spaces will be served as follows:

- Spaces will follow indoor design conditions for occupied conditions.

- Variable Air Volume Terminal boxes with Electric Reheat will serve each zone and be connected to the packaged rooftop equipment.
- Space will be equipped with the code required exhaust systems based on the equipment located within.

IT / Server Room

Depending on the equipment and cooling load within any IT / Server room, either of the following systems would service the space:

- Transfer fan
 - Air to be moved from the server room and discharged to the adjacent air-conditioned space. Conditioned air from the adjacent space is then transferred into the room.

Toilet and Janitor Space

Spaces will be served as follows:

- A dedicated general exhaust fan will be used to extract the code required exhaust airflow from the space.
- Spaces may be grouped based on proximity to each other and placed on a common exhaust fan system.

Space Sound Criteria

Supply and return air registers, diffusers and grilles will be selected to maintain space NC rating of 35.

Control Systems

Mechanical equipment shall include packaged controls. No centralized DDC system is required unless directed by owner during design.

PLUMBING SYSTEMS – YOUNKERS BUILDING RENOVATION

General Design Parameters

The Plumbing systems in the building will be designed using all applicable codes and standards including:

- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 382 – SPS 384 Plumbing Code

Existing Building Conditions and Selective Demolition

As part of the demolition on the front half of the Younkens building, all plumbing located within including storm piping shall be demolished. Currently, all the roof drain stormwater piping for the building routes through the ceiling of the in the front portion of the building before dropping underground to the city stormwater system connection point. This demolition will require portions of the stormwater system in the back half of the existing building to be demolished for reroute during the renovation.

The back half of the existing Younkens building contains several plumbing fixtures including lavatories, toilets, urinals, utility sinks, and drinking fountains. There is a gas fired water heater located on a mezzanine above the restrooms to serve the lavatories and utility sink. Due to their age and condition, all plumbing fixtures and equipment will be demolished. Sanitary piping for demolished fixtures shall be capped flush with the floor.

Sanitary Waste and Vent

The sanitary sewer system for the new building components shall drain by gravity underground through a new sanitary main. The new sanitary main shall tie-in to the existing building drainage system.

The sanitary vent through the roof penetrations shall terminate above the roof area, outside of areas where HVAC intakes are located.

Storm Drain and Clearwater Waste and Vent

The roof drains serving the renovated building will be routed to a new underground tie in point to the city stormwater system. The renovation will require an 8" storm connection.

Domestic Water

There is an existing 6" combined fire/domestic water line entering the renovated building. This line will be reused to supply both the modified fire suppression system as well as the new domestic water piping distribution. Domestic hot and cold-water piping shall serve plumbing fixtures in all new spaces as required, from mains and branch lines routed above ceiling and walls. The piping system shall be designed based on available city water pressure at the site.

Plumbing Fixtures

The toilet rooms and break rooms will be supplied with high efficiency water saving commercial grade plumbing fixtures.

- Water closets are to be low-flow commercial grade vitreous china models with elongated bowl, sensor operated flush valve, or flush tank type and foot operated toilet lid lifts.
- Restrooms will be single occupant, all gender restrooms.
- Lavatories will be low-flow commercial grade vitreous china with sensor operated faucets unless otherwise noted on architectural plans.

Domestic Water Heating Equipment

Domestic hot water for the building renovation will be generated by a high efficiency gas fired hot water heater with internal storage. A hot water circulation pump shall be utilized to maintain the hot water temperature throughout the building addition.

Domestic Water Softening

All domestic water to fixtures other than hose bibbs, wall hydrants, or equipment requiring hard water will be softened. Water serving the water heating equipment will be soft water.

FIRE PROTECTION SYSTEM – YOUNKERS BUILDING RENOVATION**General Design Parameters**

The Fire Protection systems in the building will be designed using all applicable codes and standards including:

- State of Wisconsin - Wisconsin Administrative Code Safety and Professional Services
- NFPA 13
- City of Sturgeon Bay Fire Department (AHJ)

Occupancy Classifications

The occupancies of this building are a mix of light hazard and ordinary hazard occupancies. Spaces that will be light hazard include office, break rooms, and toilet rooms. Spaces that will be ordinary hazard include mechanical rooms and equipment rooms.

Existing Conditions and Selective Demolition

The existing building is served by a wet pipe fire suppression system. The existing system shall be demolished back to the incoming riser as distribution will be rerouted as part of the new construction.

Sprinkler System

New wet pipe fire suppression system distribution piping will be extended from the existing riser.

Slope piping and arrange systems to drain at low points.

Where ceilings are to be installed pendant sprinklers are to be centered in ceiling tiles. Exposed ceiling areas will have quick response upright sprinklers. Electrical and IT rooms will have sidewall heads.

Final fire protection system design shall be completed by the installing fire protection contractor.

ELECTRICAL SYSTEMS – YOUNKERS BUILDING RENOVATION

Applicable Codes, Standards and Guidelines

The Electrical systems in the building will be designed using all applicable codes and standards including:

- International Code Council
 - International Energy Conservation Code 2015
 - National Electrical Code (NEC)
- State of Wisconsin -Wisconsin Administrative Code Safety and Professional Services
 - Chapter SPS 363 - Energy Conservation (Amendments to IECC)
 - Chapter SPS 316 – Wisconsin Electrical Code
- NFPA – National Fire Protection Association
 - 70 – National Electric Code
 - 101 – Life Safety Code
- IESNA – Illuminating Engineering society of North America
- NEMA – National Electrical Manufacturers Association

Power Systems Guidelines

The existing building is served overhead at 208Y/120 volts three phase by Sturgeon Bay Utilities owned pole mounted transformers. The primary lines run overhead of the rear portion of the building in an east-west direction and terminate in an overhead mast dropping down outside of the west wall of the warehouse adjacent to the man door. The city would like to tear down these lines and provide a new underground service fed from a new pad-mounted transformer located between the Younkers building and the Museum. This transformer could also feed the Museum. A proposal was prepared back in 2020 outlining the proposed work and total cost. This cost will not be included in this budget, but the work is included in the project scope.

The Utility service conductors terminate in a Square D main distribution cabinet with a 600A main circuit breaker. This “MDP” feeds all of the other panels and some A/C units in the building. This equipment is nearing end of life and in the case of the narrow panels in the columns, no longer permissible.

The expectation is that all existing electrical distribution and branch circuit breaker panels are obsolete and would be replaced with new as required for the intent of the future space(s).

Service size to be determined once HVAC, lighting and equipment loads are known, but should be in the neighborhood of 400 amps.

Panels will be Square D I-line and NQ type or equivalent.

Run all conduit overhead for future flexibility. Conduit will be electrical metallic tubing. Provide individual neutrals for circuits.

Provide new NEC compliant grounding system consisting of driven ground rods, connection to metallic water service piping and building steel. Include separate grounding conductor in all conduits.

Provide circuits and equipment connections appropriate for future configurations. Wire all mechanical equipment and provide control and disconnecting means as required by Mechanical Design.

Lighting

The existing lighting in the Younkers building is comprised primarily of linear T8 fluorescent lamped fixtures. Warehouse areas utilized lensed 4 foot and 8 foot pendant fixtures. Department store merchandising areas utilize 2' X 4' 76 cell parabolic fixtures and some recessed downlights which have been retrofitted over the years with screw-in LED lamps. Exterior soffit lights are lensed HID. None of the existing lighting is expected to be reused. LED screw-in lamps can be removed before demolition and turned over to owner's stock.

The new lighting will be comprised of entirely LED sources. Lighting in suspended ceiling areas will be recessed. Lighting in Storage areas will be with done with hi-bay LED luminaires. Lighting controls shall meet IECC requirements and may be controlled by relay panels with internal timeclock or a networked low voltage system with occupancy/daylight sensors, power packs and dimming controls. Local override switches will be provided. In enclosed rooms, occupancy sensors and dimming will be provided. Where natural light is available, daylight sensors will be provided to automatically adjust lighting levels. Life safety lighting will be fed by a new central inverter and will be wired as night lights.

Style of lighting equipment shall be coordinated with the Architect to meet the specific needs of the occupants and also keep with the architectural concepts of the building.

New exterior lighting will be illuminated most likely by LED cutoff luminaires mounted to the building. Controls will reduce the output when there is no activity and return it to 100% when activity is sensed.

Lighting levels will be designed to meet or exceed IES minimum standards. Color temperatures will generally be 4000 kelvin temperature with a minimum color rendering index (CRI) of 85. LED drivers shall generally be integral, 0-10V dimming.

Fire Alarm

The existing system is antiquated. A new, small addressable fire alarm system shall be provided to replace the existing system. Equipment requirements to be determined based on future occupancy and layout. Equipment to be by Simplex, Notifier (Honeywell) or EST.

Communications

The existing IT rack and fiber optic service shall be relocated from the central office as required to facilitate the final layout of the new space.

Cat 6 cables shall be extended to new device locations. Each station shall have 4 jacks.

Access Control, Camera Surveillance and Security

The owner's preferred vendor is Door Guard Security-Larry Madsen 920-743-7573 to install these systems separate from the construction project. The project will provide empty conduit, boxes, 120-volt power and sleeves to facilitate their work.

Opinion of Probable Construction Cost, refer to Attachment 5.

1. Renovating of the back portion of the Younkers Building to serve the Youth Connection Center with County general storage in the remainder. Deconstruction of the front portion of the Younkers Building.
2. Deconstructing the Younkers Building.
3. The Historical Museum and Archive Addition and Renovation.

Door County Historical Museum and Archives Facility
Square Footage Requirements

Door County Historical Museum and Archives Facility						
Issued: 07.01.22						
OFFICE						
1.0	Administration/Office Space					
Line #	Description of Area or Room Type		Quantity	SF per Staff or Need	Assignable SF	
1.1	Three-Person Shared Office (Hard Wall: HW-SM)		1	200	200	
1.2	Private Offices, With Meeting Space (Hard Wall: HW-LG)		1	200	200	
1.3	Volunteer Touchdown		1	100	100	
1.4	Office Workroom		1	100	100	
1.5	Small Conference Room: Seating 6-8		1	200	200	
1.6	Breakroom		1	180	180	
1.7	Administration/Office Area Sub Total				980	
1.8	Walls/Structure Area				29	
1.9	Inter-Office-Administration Circulation Factor at Admin/Off x (0.25)				147	
	Administration/Office Area Total		6		1,156	
Note A - General Notes for Group 1.0:						
Space #	Space Name					
Note B - Shared Spaces for Group 1.0:						
Space #	Space Name					
1.5	Small Conference Room: Seating 6-8					
1.6	Breakroom					
Note C - Proximity Requirements for Group 1.0: (E = Adjacency Essential, I = Adjacency Important, C = Adjacency Convenient)						
Space #	Space Name			Degree of Proximity		
End of Group 1.0						

Door County Historical Museum and Archives Facility
Square Footage Requirements

GALLERY/MUSEUM/ARCHIVES					
2.0	GALLERY/MUSEUM/ARCHIVES				
2.1	Museum and Archives Entrance and Welcome Area		1	600	600
2.2	Museum and Archives Vestibule		1	100	100
2.3	Archives Research		1	500	500
2.4	Program Space		1	1000	1000
2.5	Gallery: Existing		1	4400	4400
2.5	Gallery Large Items: Existing		1	1680	1680
2.6	Gallery Wildlife Diorama: Existing		1	540	540
2.7	Gallery Expansion		1	1000	1000
2.8	Gallery Prep		1	500	500
2.9	Loading Dock Storage		1	100	100
2.10	Receiving		1	450	450
2.11	Collection Workroom		1	600	600
2.12	Collection Storage-Archives		1	1200	1200
2.13	Collection Storage-Artifacts		1	1080	1080
2.14	Collection Isolation/Infestation		1	300	300
2.15	Gallery/Museum/Archives Sub Total				14,050
2.16	Walls/Structure Area				422
2.17	Circulation Factor x (0.25)				3,513
	Gallery/Museum/Archives Area Total		15		17,984
Note A - General Notes and Specific Requirements for Group 2.0:					
Space #	Space Name				
Note B - Shared Spaces for Group 2.0:					
Space #	Space Name				
Note C - Proximity Requirements for Group 2.0: (E = Adjacency Essential, I = Adjacency Important, C = Adjacency Convenient)					
Group #	Group Name			Degree of Proximity	
					End of Group 2.0

Door County Historical Museum and Archives Facility
Square Footage Requirements

FACILITY GENERAL					
3.0	Mechanical				
3.1	Mechanical/Electrical/Server				
3.2	Single Occupant All Gender Restroom (min quantity to be confirmed)	1	350		350
3.3	Janitor	6	60		360
3.4	Mechanical Rooms Sub Total	1	25		25
3.5	Walls/Structure Area				735
3.6	Circulation Factor x (0.25)				22
	Mechanical Rooms Total	8			184
					941
Note A - General Notes for Group 11.0:					
Space #	Space Name				
3.01	HVAC on roof?				
Note B - Shared Spaces for Group 11.0:					
Space #	Space Name				
Note C - Proximity Requirements for Group 11.0: (E = Adjacency Essential, I = Adjacency Important, C = Adjacency Convenient)					
Group #	Group Name			Degree of Proximity	
					End of Group 3.0

Door County Historical Museum and Archives Facility
Square Footage Requirements

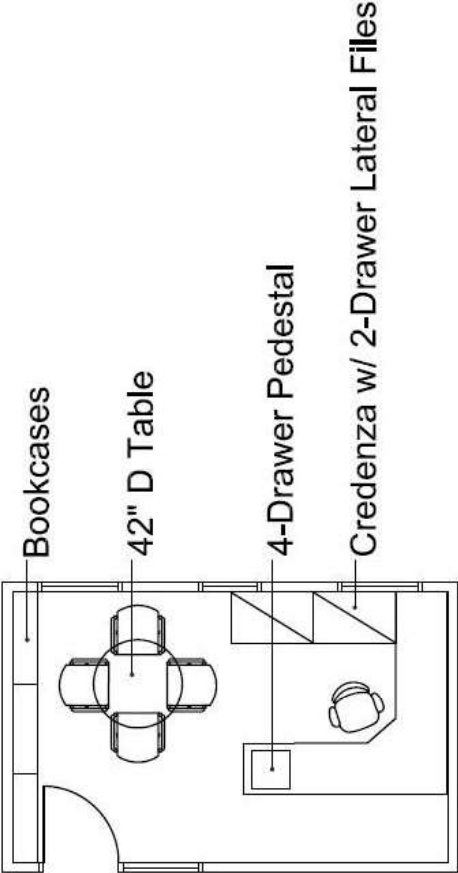
4.0	Vertical Circulation				
4.1	Egress stairs (existing)	2	150		300
4.2	Freight Elevator	0	120		0
4.3	Elevator Equipment Room	0	64		0
4.4	Vertical Circulation Sub Total				300
4.5	Walls/Structure Area				9
4.6	Circulation Factor x (0.00)				-
	Vertical Circulation Total	2			309
Note A - General Notes for Group 12.0:					
<i>Space #</i>	<i>Space Name</i>				
Note B - Shared Spaces for Group 12.0:					
<i>Space #</i>	<i>Space Name</i>				
Note C - Proximity Requirements for Group 12.0: (E = Adjacency Essential, I = Adjacency Important, C = Adjacency Convenient)					
<i>Group #</i>	<i>Group Name</i>			<i>Degree of Proximity</i>	
End of Group 4.0					
	Program Sub Total				20,390
	Circulation Factor (Building Wide)x (included above)				-
	Total Program				20,390
EXISTING DEDUCT					
1.0	MUSEUM EXISTING				
<i>Line #</i>	<i>Description of Area or Room Type</i>	<i>Quantity</i>	<i>SF per Staff or Need</i>	<i>Assignable SF</i>	
1.1	Historic/Addition/Firehouse without Historic Basement	1	9150	9150	
1.2	Sub Total				9,150
1.3	Walls/Structure Area (in above)				-
1.4	Circulation Factor at Admin/Off x (in above)				-
	Museum Existing Total	1			9,150
ADDITION					
	Addition Area Total				11,240

Door County Historical Museum and Archives Facility
Square Footage Requirements

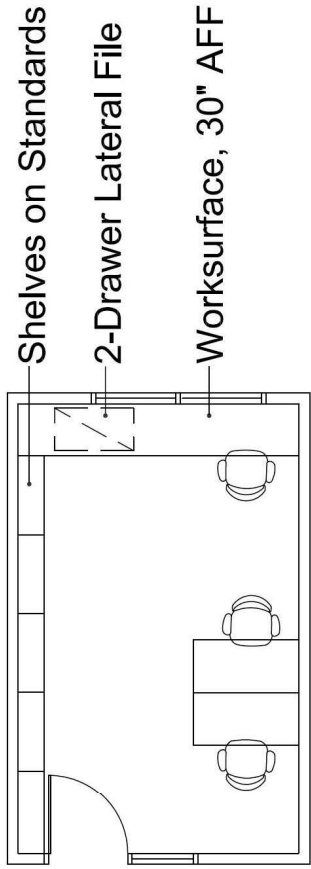
FACILITY SITE					
5.0	Exterior				
5.1	Mechanical/Electrical/Civil - confirm with systems	0	0	0	0
5.2	Parking Goal	20	350	7000	
5.3	Loading Area	1	350	350	
5.4	Outdoor Exhibit Space	1	1000	1000	
5.5	Outdoor Program Space	1	1000	1000	
	Exterior Total			9,350	
Note A - General Notes for Group 13.0:					
Space #	Space Name				
5.2	Confirm quantity				
Note B - Shared Spaces for Group 13.0:					
Space #	Space Name				
Note C - Proximity Requirements for Group 6.0: (E = Adjacency Essential, I = Adjacency Important, C = Adjacency Convenient)					
Group #	Group Name		Degree of Proximity		
End of Group 5.0					

ATTACHMENT 2

Room Data Sheet				
Space Type	Private Office	ASF	200	
Space Number		Min Ceiling Height	9'-0"	
Space Use	Private	Critical Dims		
Function	Private Office			
Materials				
Floor	Carpet	Ceiling	Acoustic Tile Ceiling	
Base	Wood	Doors	Wood Door with Glass (3' x7' min)	
Walls	Painted Drywall	Window	Daylight	
Systems				
Acoustics	Typical Office	Security	Key Lock	
A/V Equipment	None	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.	
Equipment				
Eq- Fixed Equipment	Blinds at Windows	Special Reqs		
Eq- Movable	Desk, Task Chair, Bookshelves, Filing Cabinet, Round Table with 4 chairs,			
Other Requirements				
Interior Glass Office Fronts at Corridor				
Notes				



Room Data Sheet			
Space Type	Shared Office	ASF	200
Space Number		Min Ceiling Height	9'-0"
Space Use	Private shared	Critical Dims	
Function	Shared Private Office		
Materials			
Floor	Carpet	Ceiling	Acoustic Tile w/ Drywall
Base	Wood	Doors	Wood Door with Glass (3' x7' min)
Walls	Painted Drywall	Window	Daylight
Systems			
Acoustics		Security	Key Lock
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	Blinds at Windows, Shelves on Standards, Worksurface	Special Reqs	
Eq- Movable	Task Chair, Bookshelves, Filing Cabinets, Storage		
Other Requirements			
Interior Glass Office Fronts at Corridor			
Notes			



Room Data Sheet

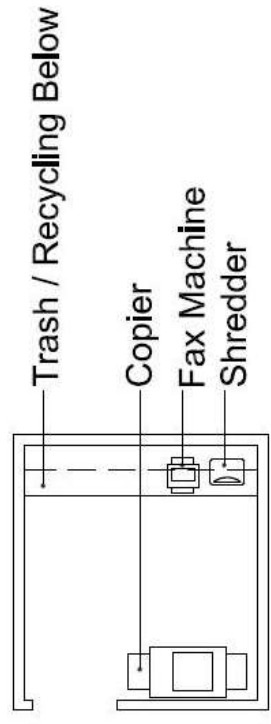
Space Type	Office Work Area	ASF	100
Space Number		Min Ceiling Height	9'-0"
Space Use	Private	Critical Dims	
Function	Work area, Volunteer Touchdown, Staff Lockers/Cubbies		

Materials			
Floor	Resilient	Ceiling	Acoustic Tile w/ Drywall
Base	Wood	Doors	
Walls	Painted Drywall	Window	Daylight

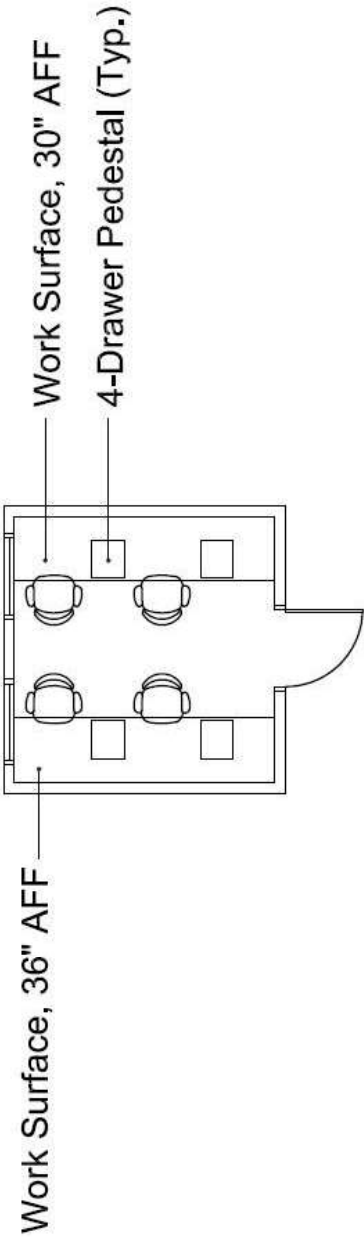
Systems			
Acoustics		Security	
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

Equipment			
Eq- Fixed Equipment		Special Reqs	
Eq- Movable			

Other Requirements			
Notes			



Room Data Sheet			
Space Type	Volunteer Touchdown	ASF	100
Space Number		Min Ceiling Height	9'-0"
Space Use	Private shared	Critical Dims	
Function	Volunteer Touchdown		
Materials			
Floor	Carpet	Ceiling	Acoustic Tile w/ Drywall
Base	Wood	Doors	Wood Door with Glass (3' x7' min)
Walls	Painted Drywall	Window	Daylight
Systems			
Acoustics		Security	Key Lock
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	Blinds at Windows, Shelves on Standards, Worksurface	Special Reqs	
Eq- Movable	Task Chair, Bookshelves, Filing Cabinets, Storage		
Other Requirements			
Interior Glass Office Fronts at Corridor			
Notes			



Room Data Sheet

Space Type	Museum and Archives Entrance and Welcome Area	ASF	600
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Reception/Control/Welcome Area		

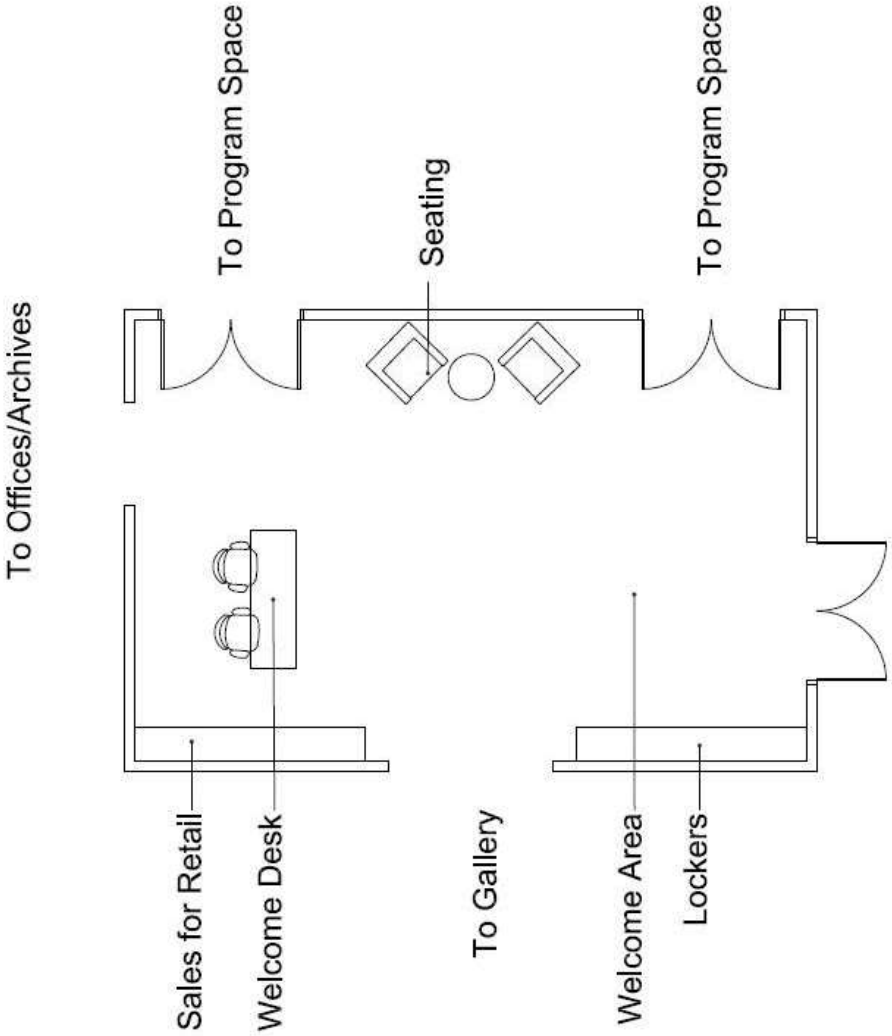
Materials			
Floor	Resilient	Ceiling	Acoustic Tile w/ Drywall
Base	Wood	Doors	
Walls	Painted Drywall	Window	Daylight

Systems			
Acoustics	Typical Reception	Security	
		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

AV Equipment			
Equipment		Special Reqs	
Eq- Fixed Equipment			

Eq- Movable	Task chair, Lounge Seating, Display for Retail, Comparable to Exits, Welcome Desk
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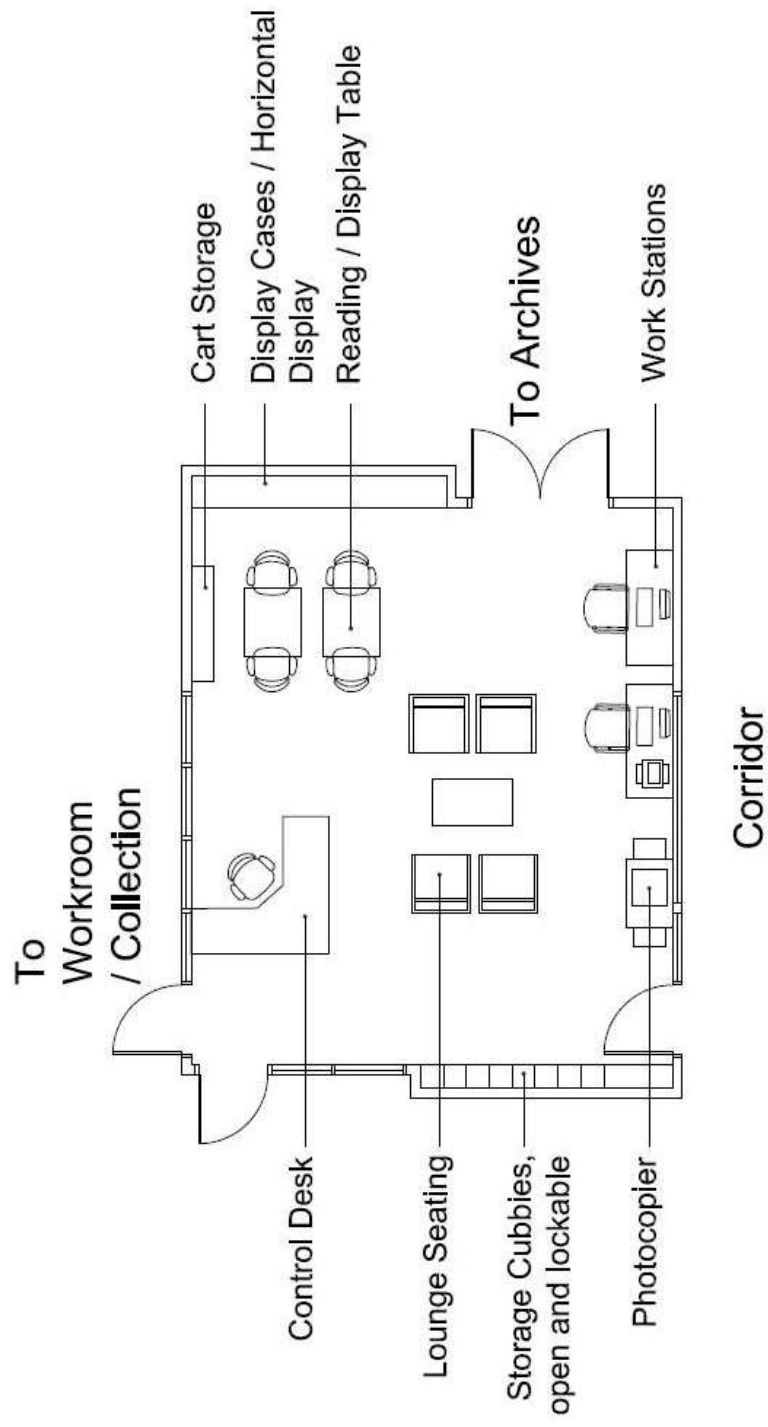
Other Requirements	Adjacent to Program Space, Museum Gallery, and Office/ Archives
Notes	Point of Sales for Retail, Cubbies/ Lockers For Museum Guests, Warm and Causal Feel, 2 Staff, Visibility to Museum Wheelchair Accessible



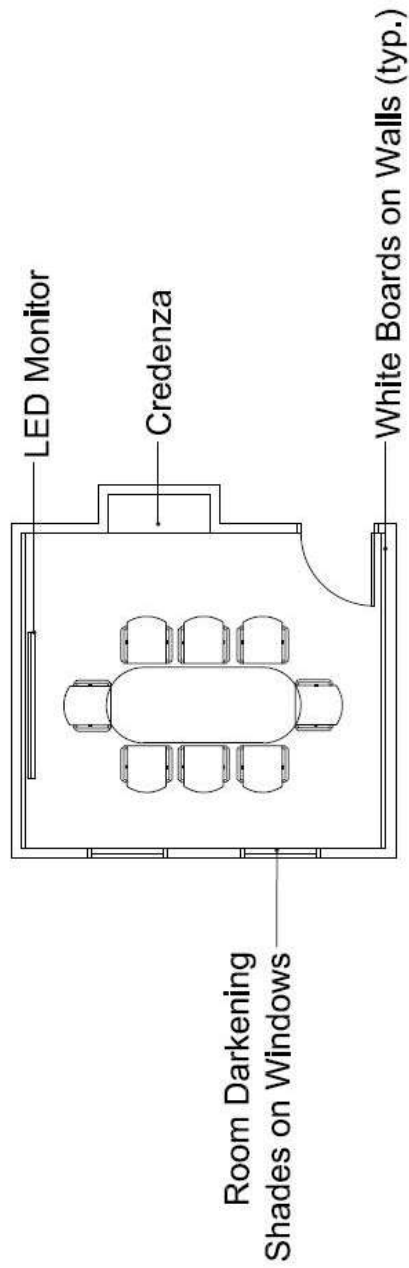
Room Data Sheet

Space Type	Archives Research	ASF	500
Space Number		Min Ceiling Height	9'-0"
Space Use	Public Restricted	Critical Dims	
Function	Reception/ Control/ Reading Room		

Materials			
Floor	Resilient	Ceiling	Acoustic Tile Ceiling
Base	Rubber	Doors	Wood Door with Glass (3' x7' min)
Walls	Painted Drywall	Window	
Systems			
Acoustics		Security	
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	Display Case, Cubbies, Coat Hooks	Special Reqs	
Eq- Movable	Reception/ Control Desk, Lounge Seating, Reading/Display Table & Chairs, Scanner, Photocopier		
Other Requirements	Interior Glazing: View into corridor, Display, and Workroom, Adjacent to welcome area, Visibility to Curator Offices		
Notes	Staff will bring archives into room for public access.		



Room Data Sheet			
Space Type	Conference	ASF	200
Space Number		Min Ceiling Height	9'-0"
Space Use	Public	Critical Dims	
Function	Shared Meeting Space, Dean's Conf Room		
Materials			
Floor	Carpet	Ceiling	Acoustic Tile w/ Drywall
Base	Wood	Doors	Wood Door with Glass (3' x7' min)
Walls	Painted Drywall	Window	Daylight
Systems			
Acoustics	Typical Conference	Security	
A/V Equipment	Presentation	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	White Boards on Walls, Credenza/ Storage, Room Darkening Shades on Windows	Special Reqs	Voice/Data - (1) voice, (2) data.
Eq- Movable	Conference Table and Chairs for 8		
Other Requirements			
Notes	Adjacent to Offices and Program Space		



Room Data Sheet

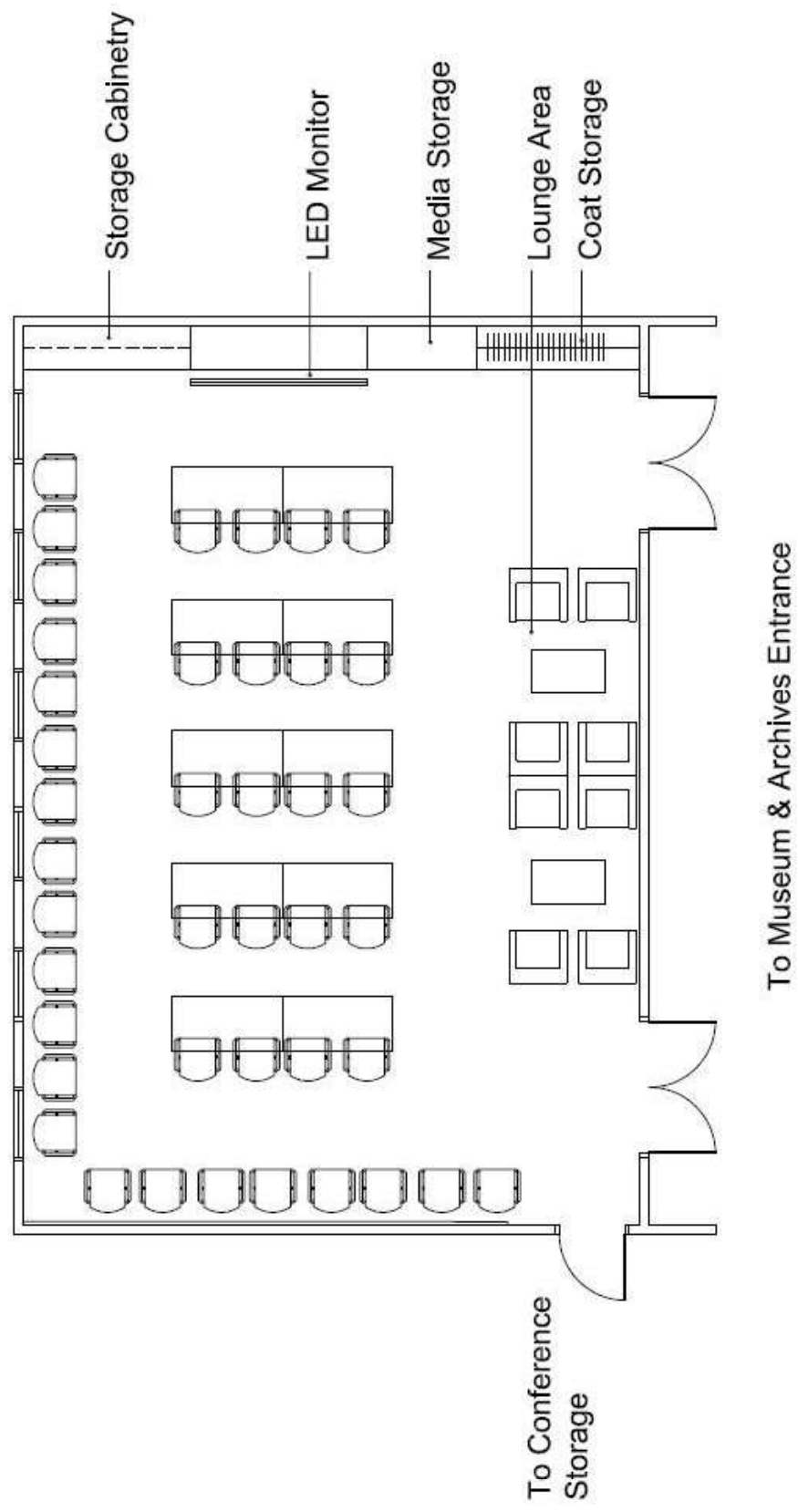
Space Type	Program Space	ASF	1000
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Shared Meeting Space / Instructional Space/Large Museum Group Welcome		

Materials			
Floor	Carpet	Ceiling	Acoustic Tile Ceiling
Base	Wood	Doors	Wood Door with Glass
Walls	Painted Drywall	Window	Daylight

Systems			
Acoustics	Typical Conference/Classroom	Security	
A/V Equipment	Presentation and Broadcast, Cameras and Recording Devices	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

Equipment			
Eq- Fixed Equipment	White Boards on Walls, Credenza/Storage, Coat Hooks, Room Darkening Shades on Windows	Special Reqs	
Eq- Movable	Table and Chairs for 40-Moveable, Flexible Layout, Classroom Orientation or Lecture Style, Broadcast Remote Programming		

Other Requirements	Interior Glass Office Fronts at Corridor		
Notes			



Room Data Sheet

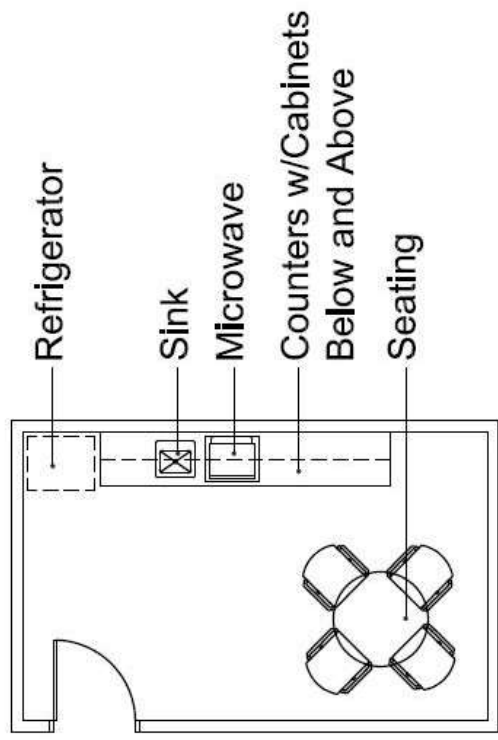
Space Type	Breakroom	ASF	180
Space Number		Min Ceiling Height	9'-0"
Space Use	Private	Critical Dims	
Function	Catering Prep/Set-up		

Materials			
Floor	Resilient or Quarry Tile	Ceiling	Acoustic Tile Ceiling
Base	Rubber or Quarry Tile	Doors	Wood Door with Glass (3' x7' min)
Walls	Painted Drywall	Window	Daylight

Systems			
Acoustics		Security	Card Key Access
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

Equipment			
Eq- Fixed Equipment	Coffee/Breakroom, Refrigerator, Counter & Casework, Connection for Warm Coffee, Filtered Water, Microwave	Special Reqs	
Eq- Movable	Cart, any warming equip. would be mobile by catering		

Other Requirements			
Built-in Trash and Recycling			
Notes	Seating for staff, Adjacent to program space		



Room Data Sheet

Space Type	Gallery Expansion	ASF	1000
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Display/ Gallery		

Materials			
Floor	Specialty Finish-Wood	Ceiling	Exposed to structure w/ clouds
Base	Wood	Doors	Full view / Glass- Frameless / Pivot har
Walls	2 Layers of GWB on 1 Layer of Plywo	Window	Interior Views In

Systems			
Acoustics	Acoustical Panels at Ceiling	Security	Security Cameras, Key Card Access
A/V Equipment	Projection Devices	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications, Dim at Reception, Low Voltage Lighting- zoned, UV filters

Equipment			
Eq- Fixed Equipment	Lighting and Equipment Support "Grid" at Ceiling	Special Reqs	Special Gallery Lighting, Special Gallery HVAC, power, data, & sound for mixed media at multiple points, phone in gallery, Electrical and data in floor
Eq- Movable	6'-8" widths 2/no reveals Display Walls that can be reconfigured for different exhibitions (perhaps on tracks that pocket away). Lighting is above acoustic treatment.		

Other Requirements	Provide for multiple projection areas		
Notes	Maximize wall display area, Minimize architectural detail. Lighting Controls- small programmable multi-zone dimming system.		

Room Data Sheet

Space Type	Gallery Prep	ASF	500
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Private	Critical Dims	
Function	Curator Exhibit Preparation		

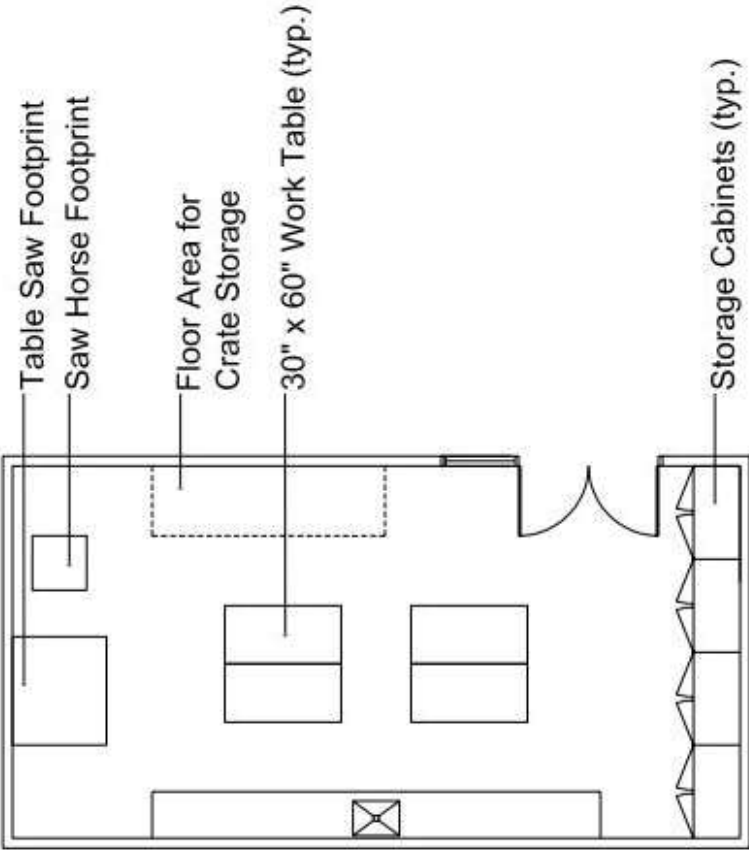
Materials			
Floor	Resilient	Ceiling	None
Base	Rubber	Doors	Wood Door with Glass (3'x8' min)(2)
Walls	Painted Drywall	Window	

Systems			
Acoustics		Security	Card Key Access
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

Equipment			
Eq- Fixed Equipment	Sink, Counters, Table Saw, Glue Gun	Special Reqs	Lighting to Match Temperature of Design Gallery
Eq- Movable	Worktables, Dirty work one side, Clean work on other side, Saw horse		

Other Requirements			
Adjacent to Loading Dock			

Notes			
Very Flexible space, Provide for flammable material storage: mineral spirits, Cleaning supplies, Paint. Crates will be stored here and stacked, Rectangular proportion of not less than 15' min. dimension in width.			



Room Data Sheet

Space Type	Gallery	ASF	4,410
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Display/ Gallery		

Materials			
Floor	Specialty Finish-Wood	Ceiling	Exposed to structure w/ clouds
Base	Wood	Doors	Full view / Glass- Frameless / Pivot har
Walls	2 Layers of GWB on 1 Layer of Plywo	Window	Interior Views In

Systems			
Acoustics	Acoustical Panels at Ceiling	Security	Security Cameras, Key Card Access
A/V Equipment	Projection Devices	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications, Dim at Reception, Low Voltage Lighting- zoned, UV filters

Equipment			
Eq- Fixed Equipment	Lighting and Equipment Support "Grid" at Ceiling	Special Reqs	Special Gallery Lighting, Special Gallery HVAC, power, data, & sound for mixed media at multiple points, phone in gallery, Electrical and data in floor
Eq- Movable	6'-8" widths 2/no reveals Display Walls that can be reconfigured for different exhibitions (perhaps on tracks that pocket away). Lighting is above acoustic treatment.		

Other Requirements	Provide for multiple projection areas		
Notes	Existing Capacity		

Room Data Sheet

Space Type	Gallery-Large Items	ASF	1,680
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Display/ Gallery		

Materials			
Floor	Specialty Finish-Wood	Ceiling	Exposed to structure w/ clouds
Base	Wood	Doors	Full view / Glass- Frameless / Pivot har
Walls	2 Layers of GWB on 1 Layer of Plywo	Window	Interior Views In

Systems			
Acoustics	Acoustical Panels at Ceiling	Security	Security Cameras, Key Card Access
A/V Equipment	Projection Devices	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications, Dim at Reception, Low Voltage Lighting- zoned, UV filters

Equipment			
Eq- Fixed Equipment	Lighting and Equipment Support "Grid" at Ceiling	Special Reqs	Special Gallery Lighting, Special Gallery HVAC, power, data, & sound for mixed media at multiple points, phone in gallery, Electrical and data in floor
Eq- Movable	6'-8" widths 2/no reveals Display Walls that can be reconfigured for different exhibitions (perhaps on tracks that pocket away). Lighting is above acoustic treatment.		

Other Requirements	Provide for multiple projection areas		
Notes	Maximize wall display area, Minimize architectural detail. Lighting Controls- small programmable multi-zone dimming system.		

Room Data Sheet

Space Type	Gallery-Wildlife Display	ASF	540
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public	Critical Dims	
Function	Display/ Gallery		

Materials			
Floor	Specialty Finish-Wood	Ceiling	Exposed to structure w/ clouds
Base	Wood	Doors	Full view / Glass- Frameless / Pivot har
Walls	2 Layers of GWB on 1 Layer of Plywo	Window	Interior Views In

Systems			
Acoustics	Acoustical Panels at Ceiling	Security	Security Cameras, Key Card Access
A/V Equipment	Projection Devices	Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications, Dim at Reception, Low Voltage Lighting- zoned, UV filters

Equipment			
Eq- Fixed Equipment	Lighting and Equipment Support "Grid" at Ceiling	Special Reqs	Special Gallery Lighting, Special Gallery HVAC, power, data, & sound for mixed media at multiple points, phone in gallery, Electrical and data in floor
Eq- Movable	6'-8" widths 2/no reveals Display Walls that can be reconfigured for different exhibitions (perhaps on tracks that pocket away). Lighting is above acoustic treatment.		

Other Requirements	Provide for multiple projection areas		
Notes	Maximize wall display area, Minimize architectural detail. Lighting Controls- small programmable multi-zone dimming system.		

Room Data Sheet

Space Type	Loading Dock Storage	ASF	100
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Private Shared	Critical Dims	
Function			

Materials			
Floor	Hard Surface	Ceiling	None
Base	Rubber	Doors	Wood Door (3'x7' min)
Walls	Painted Drywall	Window	

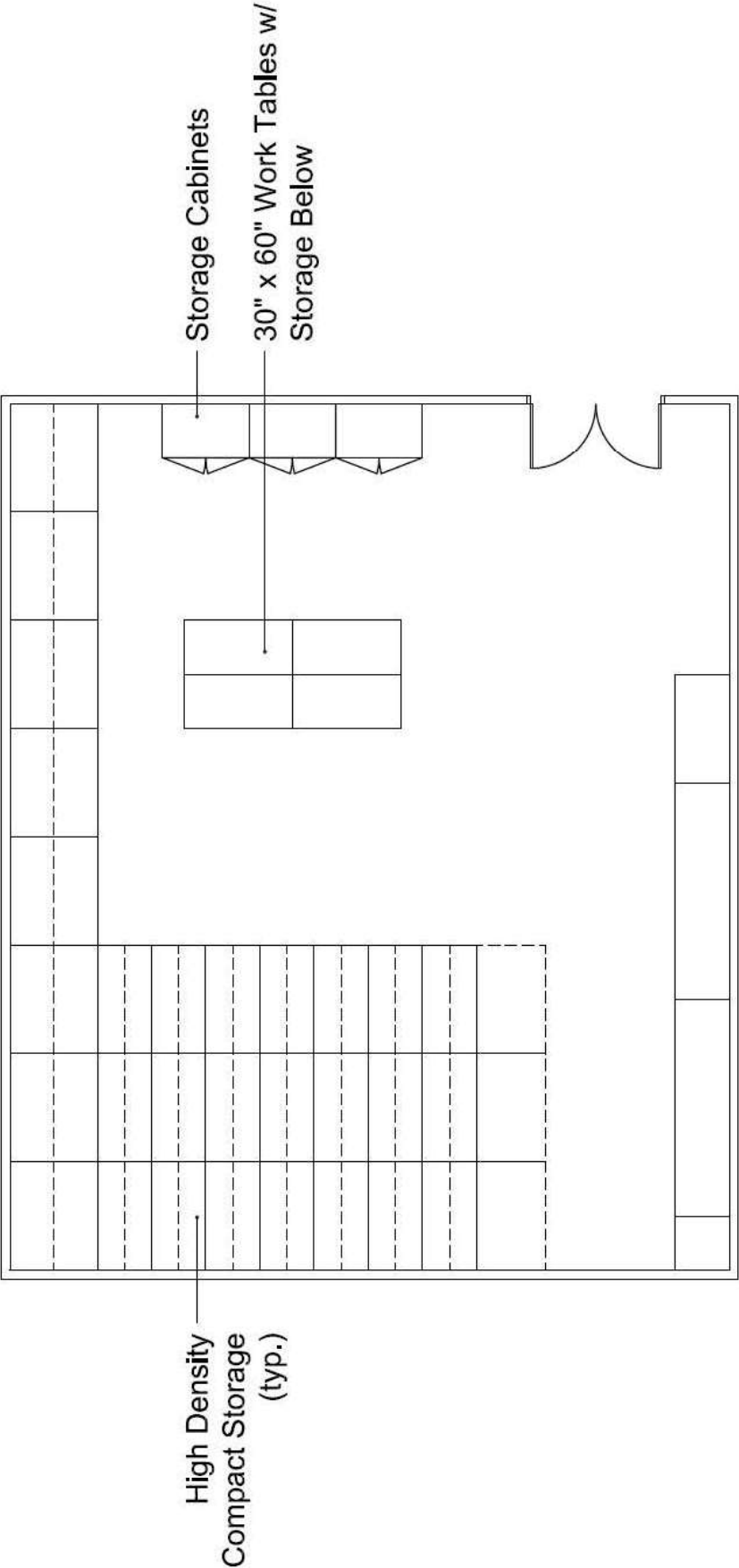
Systems			
Acoustics		Security	Secure
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.

Equipment			
Eq- Fixed Equipment		Special Reqs	
Eq- Movable	Forklift		

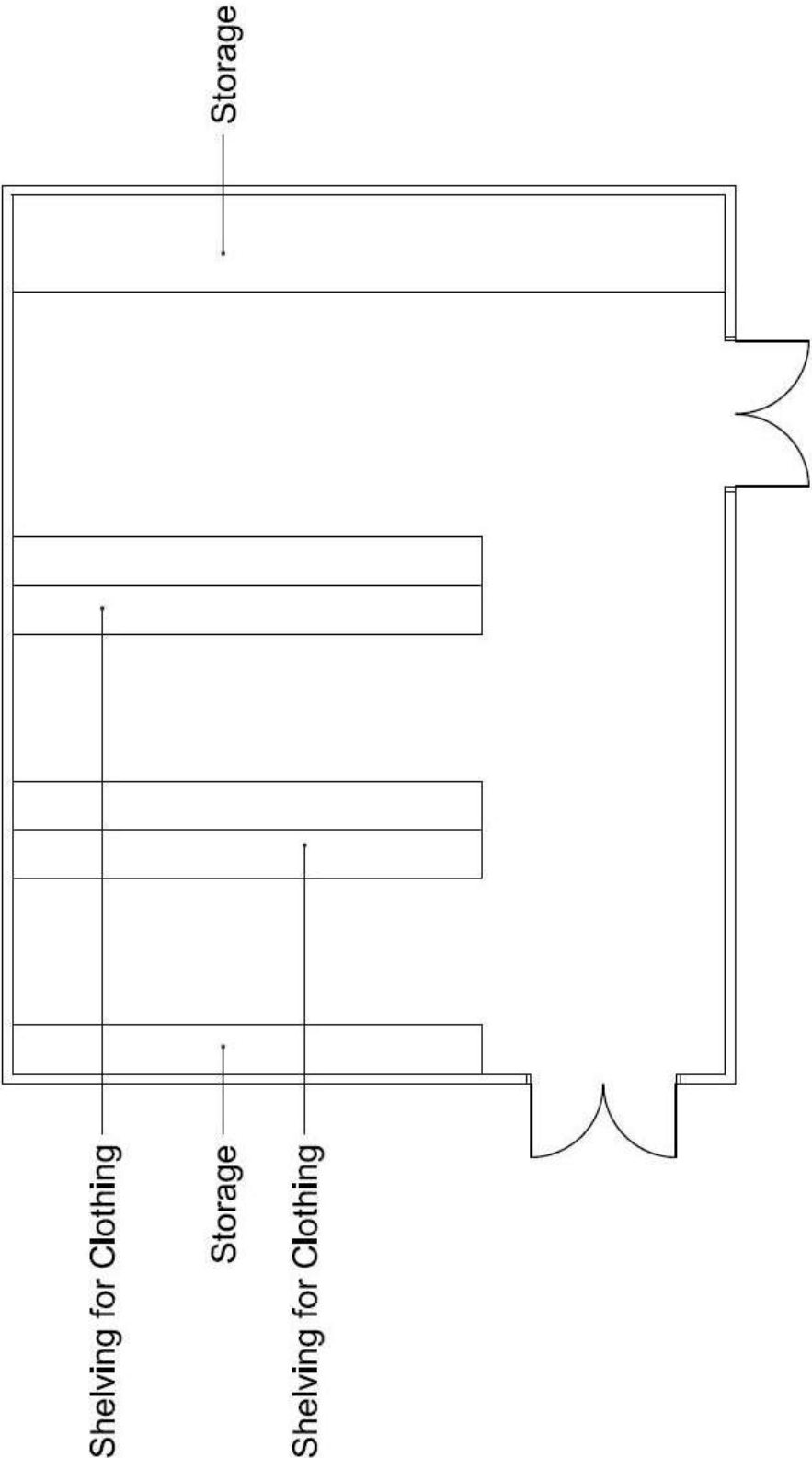
Other Requirements			
Notes			

Room Data Sheet			
Space Type	Receiving Area	ASF	450
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Private Shared	Critical Dims	
Function			
Materials			
Floor	Hard Surface	Ceiling	None
Base	Rubber	Doors	Wood Door (3'x7' min)
Walls	Painted Abuse Resistant Material	Window	
Systems			
Acoustics		Security	
AV Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	Dock Height, Stand-Up Forklift, Charging Station	Special Reqs	
Eq- Movable			
Other Requirements			
Notes			

Room Data Sheet			
Space Type	Archives Storage	ASF	1200
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Private	Critical Dims	
Function	Storage for Archives		
Materials			
Floor	Resilient	Ceiling	None
Base	Rubber	Doors	Wood Door (3'x7' min) (2) w/ wire glass
Walls	Painted Drywall	Window	None
Systems			
Acoustics		Security	Card Key Access- Secure
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
Equipment			
Eq- Fixed Equipment	High Density Compact Storage,	Special Reqs	Special Climate Controls, Water/ Leak Detection System, special fire suppression, up/down lighting, Temperature: 60 degrees F +/- 2 degrees F, Humidity 50% +/- 5%
Eq- Movable	Moveable Tables for Layout, Flat Files, Storage Cabinets, 25% Growth		
Other Requirements			
Provide area for bags and carts in Workroom			
Notes			
Adj: Infestation Room, Workroom			

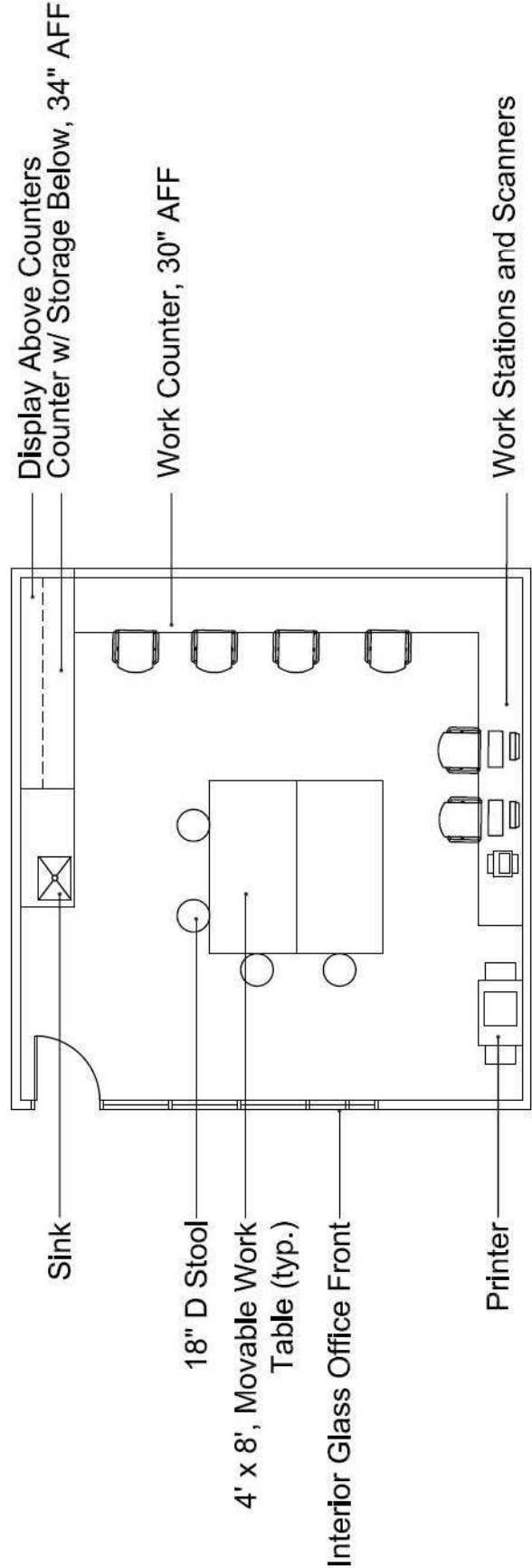


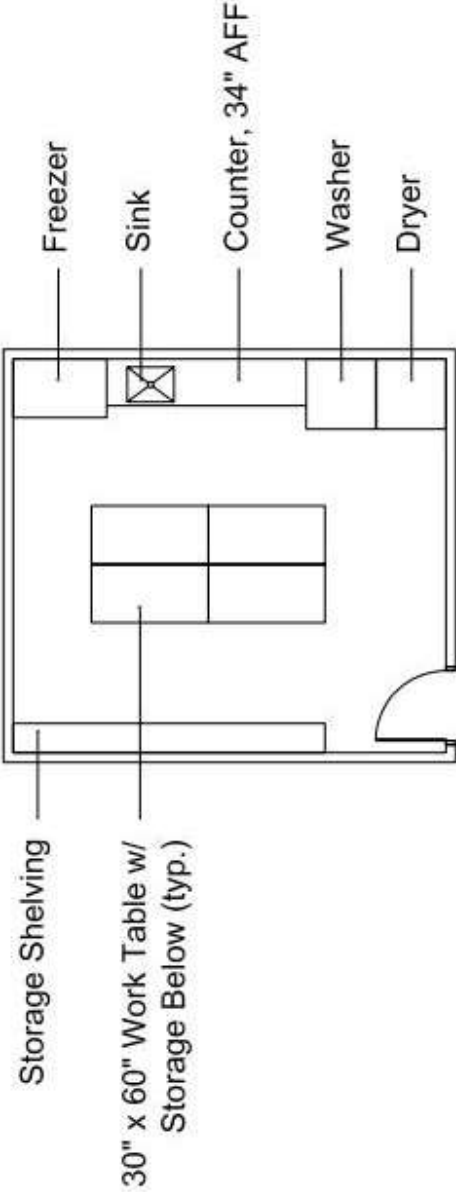
Room Data Sheet			
Space Type	Artifacts Storage	ASF	1080
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Private	Critical Dims	
Function	Storage for Artifacts		
Materials			
Floor	Hard Surface	Ceiling	None
Base	Rubber	Doors	Wood Door (2'x7' min)
Walls	Painted Drywall	Window	
Systems			
Acoustics		Security	Secure
		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications.
A/V Equipment			
Equipment			
Eq- Fixed Equipment		Special Reqs	
Eq- Movable	Forklift		
Other Requirements			
Notes	Clothing collection, Large Items, 25% Growth		



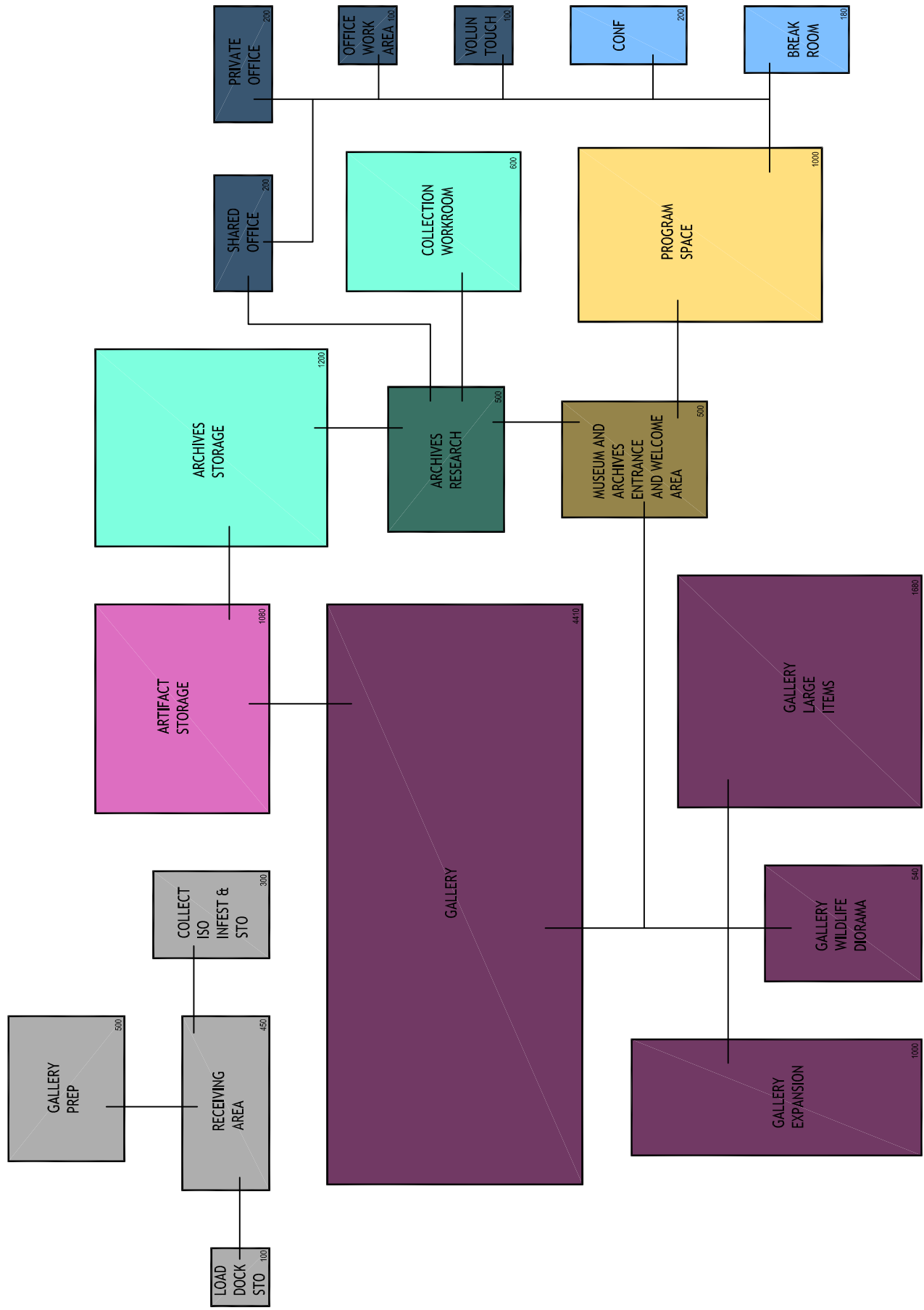
Room Data Sheet

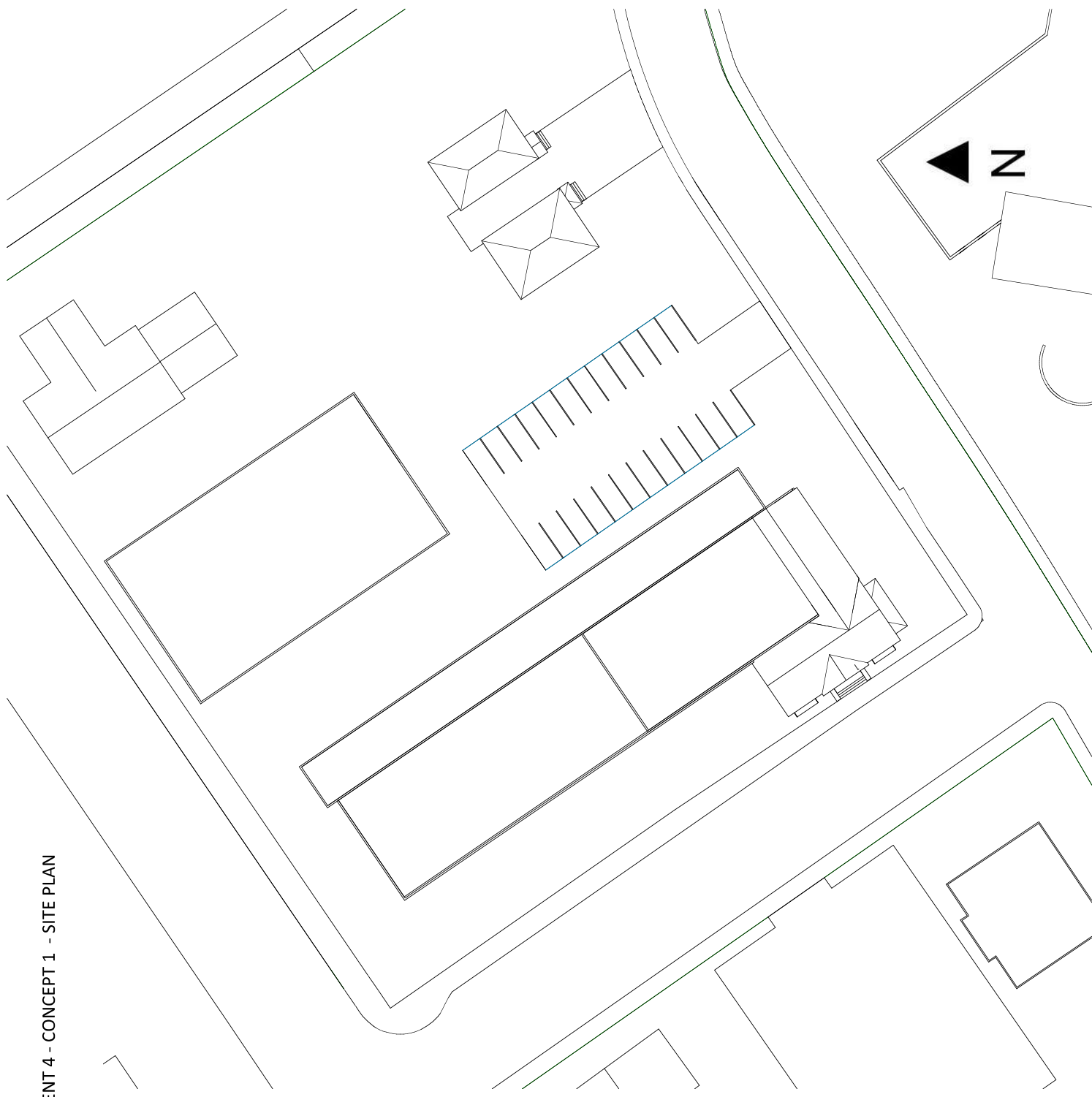
Space Type	Collection Workroom	ASF	600
Space Number		Min Ceiling Height	10'-6" clear, 11'-0" desired
Space Use	Public Restricted	Critical Dims	
Function	This is a workroom for the curators and staff of the collection, student and volunteers will have workstations at the perimeter of this room		
Materials			
Floor	Resilient	Ceiling	None
Base	Rubber	Doors	wood Door with Glass (3'x7' min)
Walls	Painted Drywall	Window	
Systems			
Acoustics		Security	Card Key Access
A/V Equipment		Systems	Reference Narratives for typical features for HVAC, electrical, plumbing, lighting, and communications. Occupancy sensors.
Equipment			
Eq- Fixed Equipment	Counters & Casework w/knee space for work area around the perimeter, Full height, storage cabinets, Hand washing sink, Display system on walls, Adj: cubbies & Coat Hooks	Special Reqs	Specialty HVAC, Special Lighting, Track and Task Lighting and Perimeter. Voice/Data - minimum of (2) voice and (10) data.
Eq- Movable	Large tables in the center of the room, stools around the table, chairs for student and volunteer workers.		
Other Requirements	High Quality Fabric of Wall, in lieu of picture molding-provide contemporary means for hanging items in the future. Interior glazing: Transparency to class & display.		
Notes	Lighting- overhead multi-switched, track perimeter for accent, dimmed upper cabinet lights (LED), task individually controlled. Electrical - convenience duplex on each wall, additional duplex above counter at workstations.		



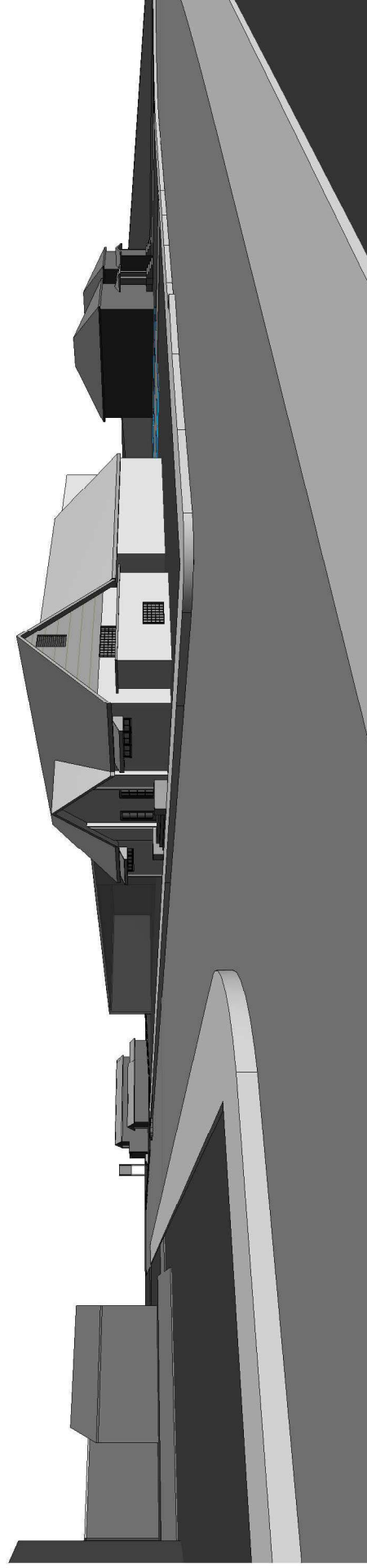


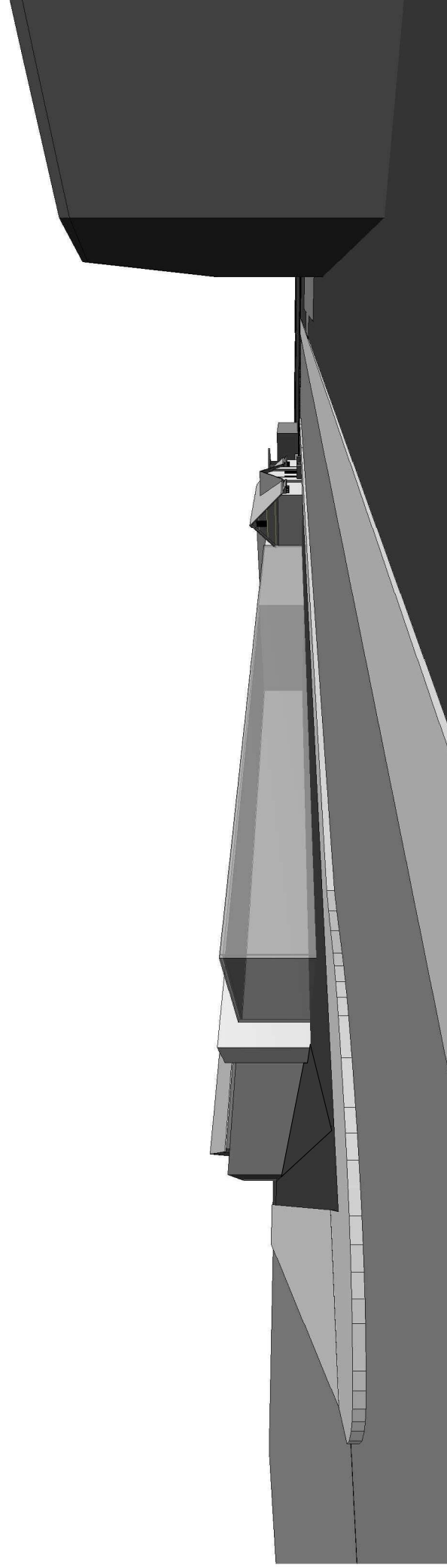
ATTACHMENT 3 - ADJACENCY DIAGRAM

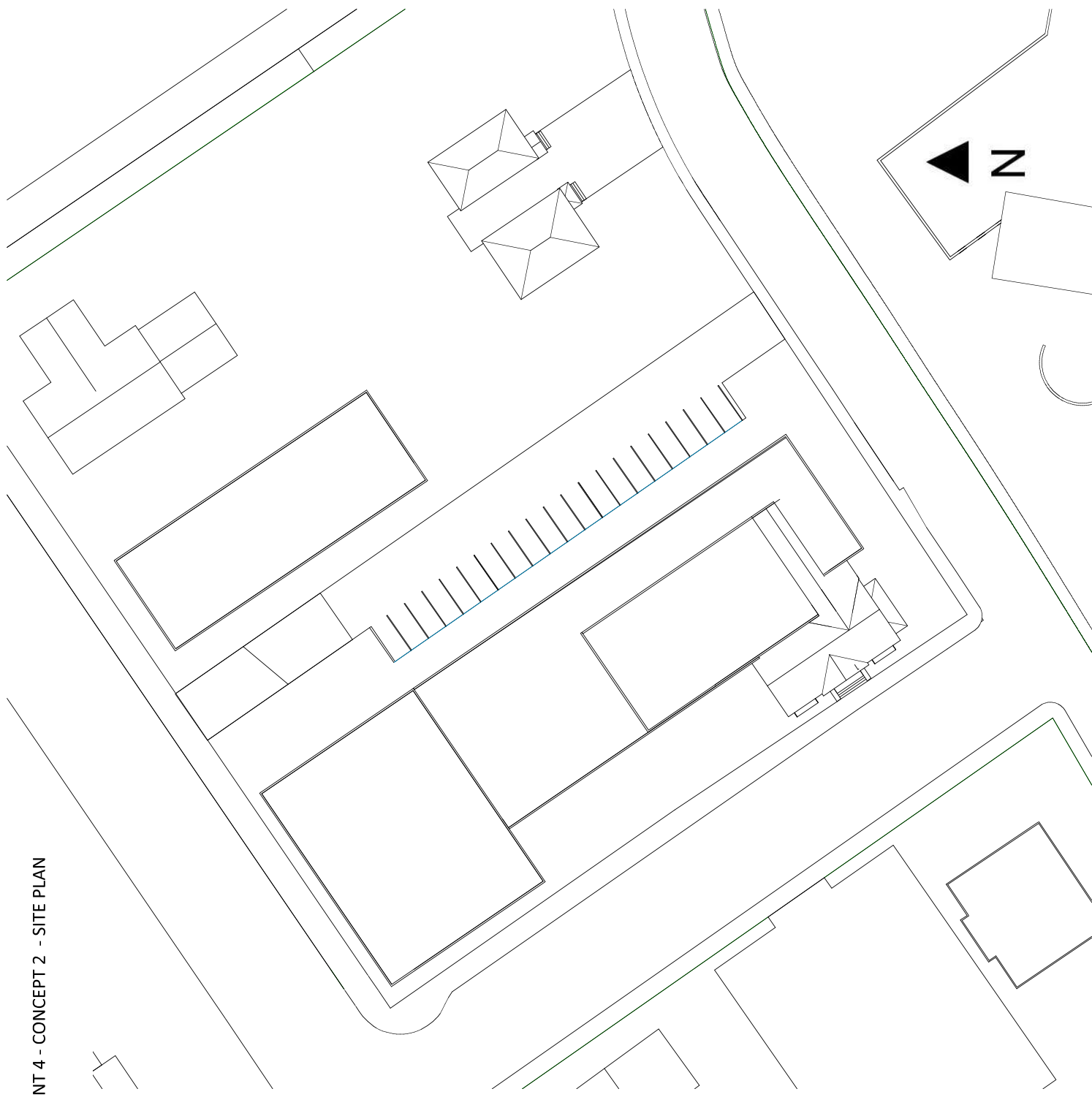




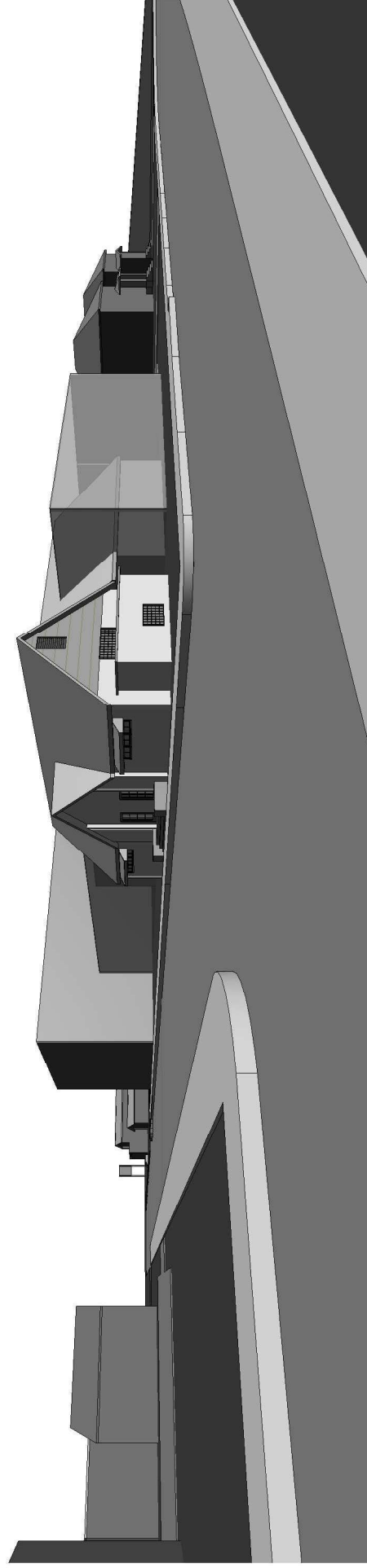
ATTACHMENT 4 - CONCEPT 1 - SITE PLAN

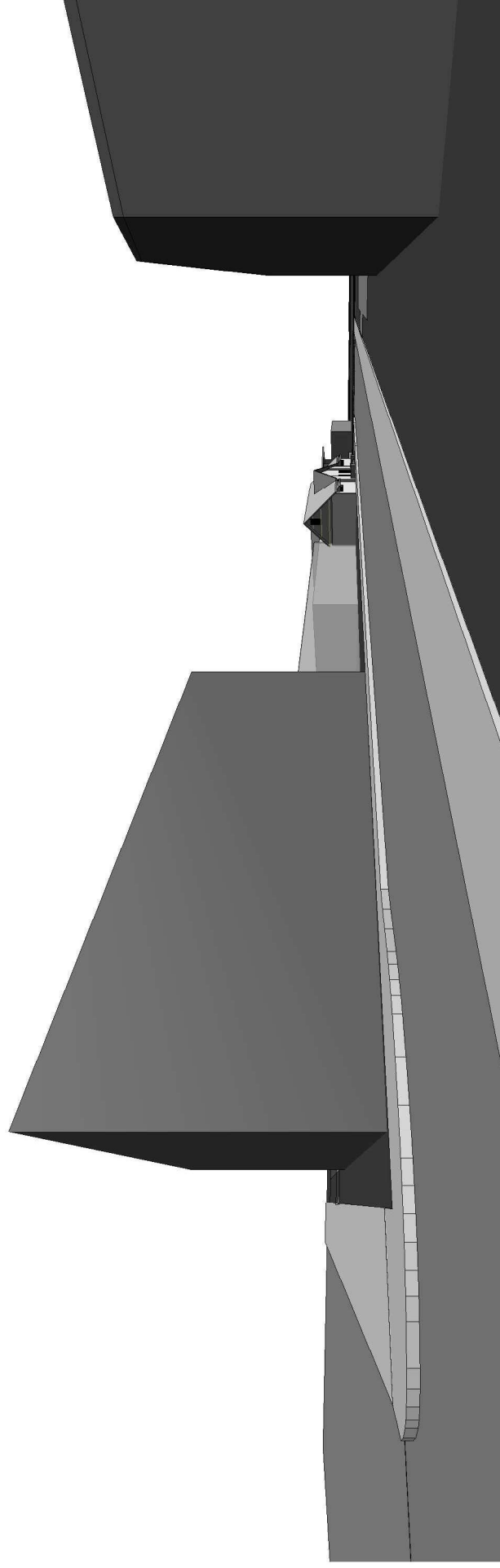


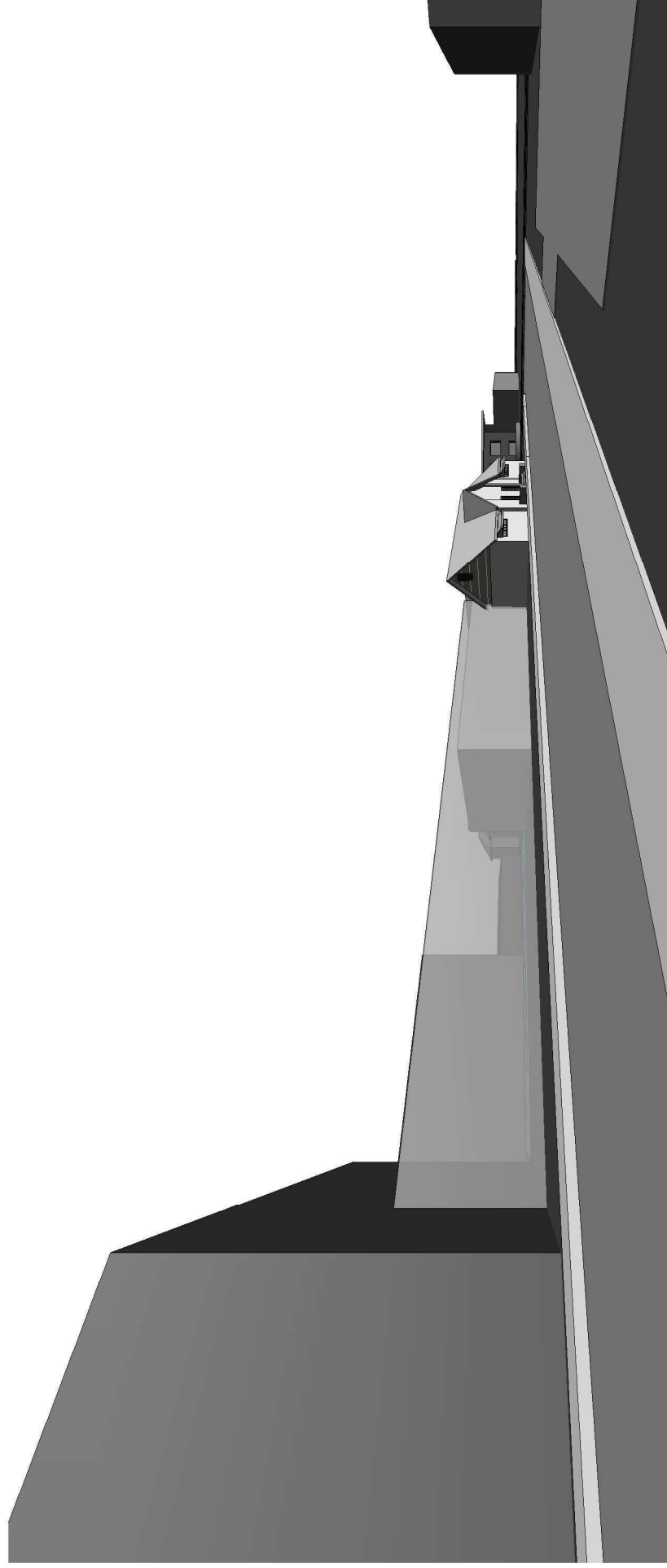




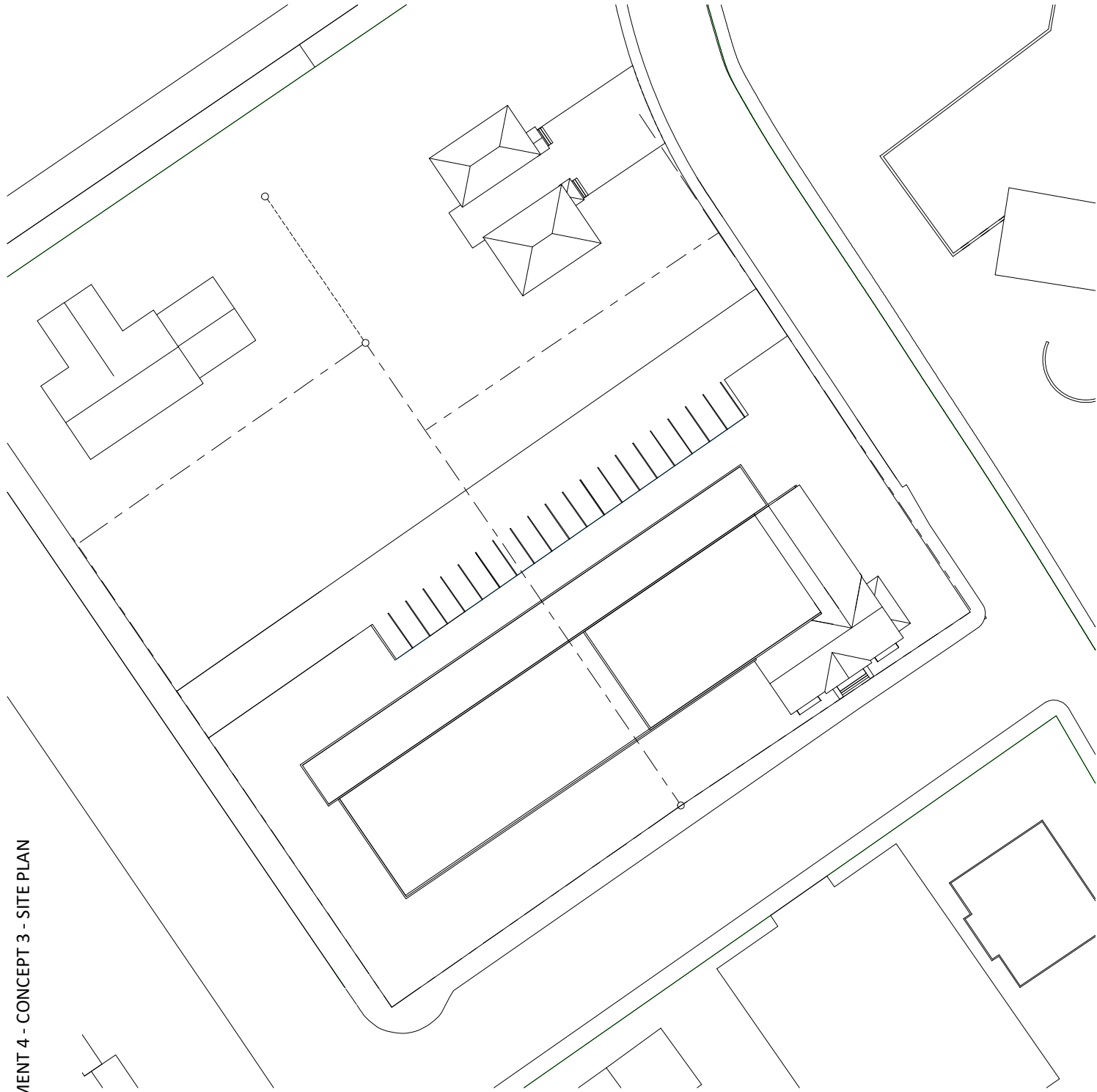
ATTACHMENT 4 - CONCEPT 2 - SITE PLAN

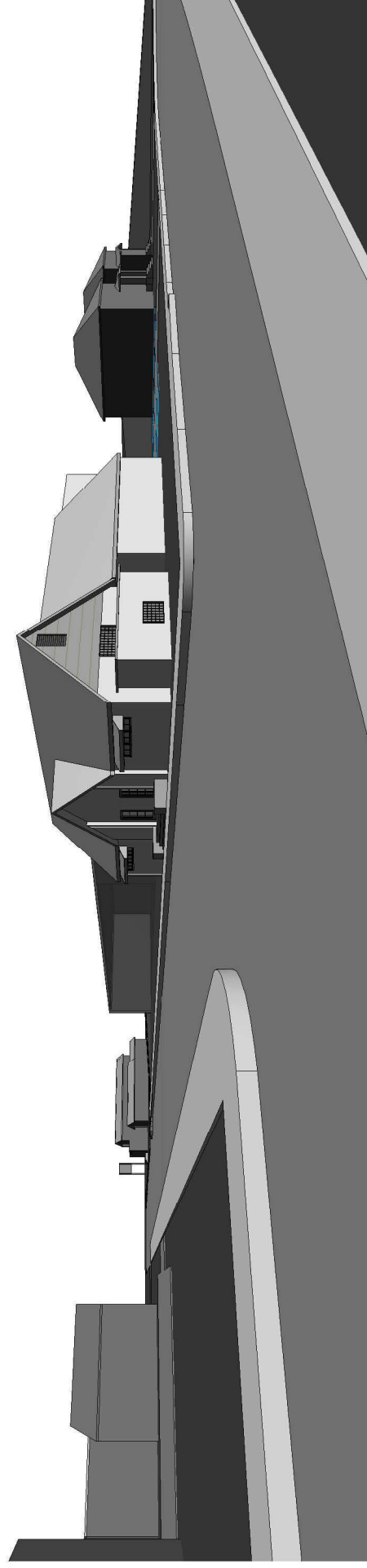


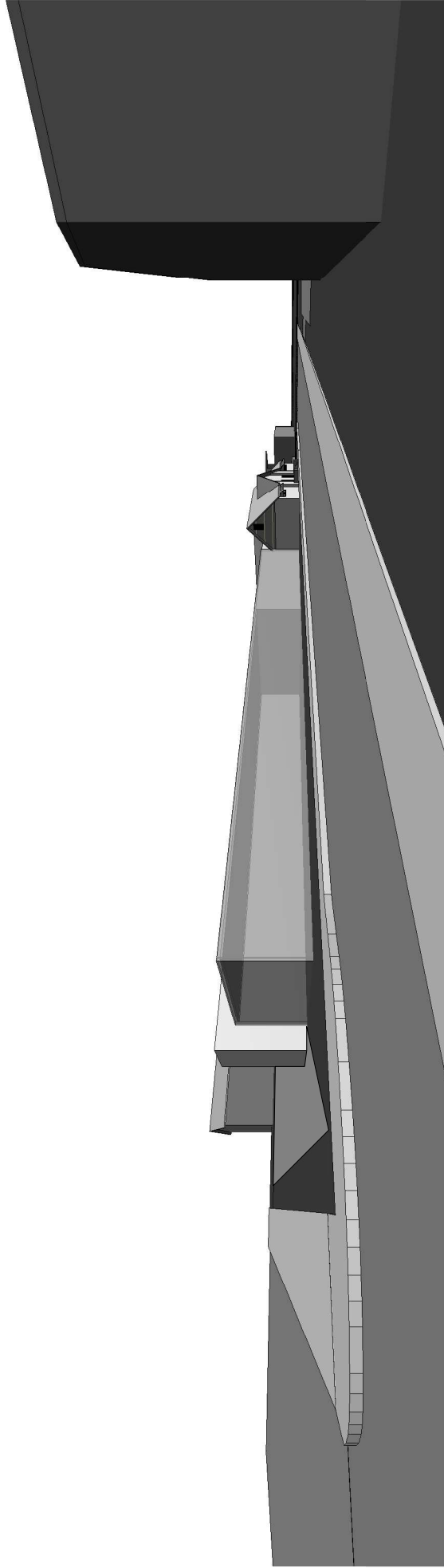




ATTACHMENT 4 - CONCEPT 3 - SITE PLAN







ATTACHMENT 5

DOOR COUNTY HISTORICAL MUSEUM AND ARCHIVES FACILITY - PV OPINION OF PROBABLE CONSTRUCTION COST 07.01.22 RENOVATE YOUNKERS

Item:	Quantity	Rate	Cost	Comments
Building Demolition:				
Demo Southwest Portion of Yonkers	145,600 c.f.	\$	0.60 c.f.	\$87,360.00
Selective Demolition:				
Cutting and Structural Demolition	1 lump	\$	25,000.00 lump	\$25,000.00
Roof: Gravel/membrane and Insulation	11,850 s.f.	\$	1.43 s.f.	\$16,945.50
Gravel Stop	370 l.f.	\$	0.57 l.f.	\$210.90
Shoring	1 lump	\$	8,800.00 lump	\$8,800.00
Waste Removal	1 lump	\$	25,000.00 lump	\$25,000.00
Demo Bucking CMU	1 lump	\$	12,000.00 lump	\$12,000.00 Assumption 500 sf
Concrete				
Slab on grade replacement	1,185	\$	15.00 SF	\$17,775.00 Assumed quantity of slab replacement
Concrete Stoops	250 s.f.	\$	66.30 s.f.	\$16,575.00
Concrete Strip Footing	450 l.f.	\$	61.60 l.f.	\$27,720.00
Concrete Foundation Wall	450 l.f.	\$	94.75 l.f.	\$42,637.50
Concrete 'Area well' Wall	31 l.f.	\$	94.75 l.f.	\$2,937.25
Full Height Concrete Wall	80 l.f.	\$	325.00 l.f.	\$26,000.00
Masonry				
8" CMU, Mason., Rigid Insul Cav. Wall	1,120 s.f.	\$	56.50 s.f.	\$63,280.00
Replace Bucking CMU	500 s.f.	\$	56.50 s.f.	\$28,250.00 Assumption
Metals				
Reinforce. exist. roof struct. for HVAC	1 Lump	\$	5,000.00 Lump	\$5,000.00
Misc Flashing	450 l.f.	\$	5.35 l.f.	\$2,407.50
Roof				
Vapor/Air Barrier	11,850 s.f.	\$	0.41 s.f.	\$4,858.50
Polyisocyanurate	11,850 s.f.	\$	4.00 s.f.	\$47,400.00
Single Ply Membrane	11,850 s.f.	\$	2.50 s.f.	\$29,625.00

Item:	Quantity	Rate	Cost	Comments
Coping/Gravel Stop/Trim	450 l.f.	\$	30.00 l.f.	\$13,500.00
Entrance				
Doors and Glazing	1 lump	\$	15,000.00 lump	\$15,000.00
Ramps	1 lump	\$	15,000.00 lump	\$15,000.00
Yonkers Interior Renovation				
Youth Connection	5,000 s.f.	\$	165.00 s.f.	\$825,000.00
County Storage	6,850 s.f.	\$	- s.f.	\$0.00
Insul. wall: 2"CH stud/Vap. Bar/ GWB	3,800 s.f.	\$	6.50 s.f.	\$24,700.00
Fire Protection Selective Demolition				
Sprinklers and Piping	22,300 sf	\$	2.00 sf	\$44,600.00
Fire Protection				
Sprinklers and Piping	11,850 s.f.	\$	4.50 s.f.	\$53,325.00
Plumbing Selective Demolition				
Water Closets	2 ea		\$60.00 ea	\$120.00
Storm Piping	150 lf		\$4.00	\$600.00
Domestic Water Piping	100 lf		\$4.00 lf	\$400.00
Water Heater	1 ea		\$300.00 ea	\$300.00
Mop Basin	1 ea		\$60.00 ea	\$60.00
Floor Drain	3 ea		\$40.00 ea	\$120.00
Urinal	1 ea		\$100.00 ea	\$100.00
Lavatory	2 ea		\$50.00 ea	\$100.00
Plumbing Fixtures				
Water Closets	3 ea.	\$	2,000.00 ea.	\$6,000.00
Urinals	0 ea.	\$	1,000.00 ea.	\$0.00
Lavatories	3 ea.	\$	2,000.00 ea.	\$6,000.00
Electric Water Cooler	1 ea.	\$	2,000.00 ea.	\$2,000.00

Item:	Quantity	Rate	Cost	Comments
Breakroom Sink	1 ea.	\$	2,000.00 ea.	\$2,000.00
Breakroom Connections	2 ea.	\$	500.00 ea.	\$1,000.00
Mop Basin	1 ea.	\$	1,000.00 ea.	\$1,000.00
Floor Drains	5 ea.	\$	750.00 ea.	\$3,750.00
Hose Bibbs	2 ea.	\$	500.00 ea.	\$1,000.00
Plumbing Equipment				
Water Heater (Gas)	2 ea.	\$	2,500.00 ea.	\$5,000.00
Recirc Pump	1 ea.	\$	1,000.00 ea.	\$1,000.00
Plumbing: Piping and Valves				
Cold Water w/ Insulation	150 l.f	\$	35.00 l.f	\$5,250.00
Hot Water w/ Insulation	150 l.f	\$	25.00 l.f	\$3,750.00
Plumbing: Sanitary Waste & Vent				
Below Ground	50 l.f	\$	25.00 l.f	\$1,250.00
Above Ground	100 l.f	\$	25.00 l.f	\$2,500.00
HVAC Selective Demolition				
Existing HVAC				
Rooftop Units	2 ea.	\$	1,575.00 ea.	\$3,150.00
Ductwork Grilles and Diffusers	350 LF	\$	5.00 LF	\$1,750.00
Exhaust Fan System	1 ea.	\$	150.00 ea.	\$150.00
Exhaust Ductwork	100 LF	\$	5.00 LF	\$500.00
Unit Heaters	8 ea.	\$	350.00 ea.	\$2,800.00
Natural Gas Piping	400 LF	\$	4.00 LF	\$1,600.00
HVAC New Work				
VAV with Electric Reheat System	11,850 s.f.	\$	22.25 s.f.	\$263,662.50
General Exhaust Fan System	2 ea.	\$	8,500.00 ea.	\$17,000.00
HVAC Testing and Balancing				
	1 lump	\$	6,000.00 lump	\$6,000.00

Item:	Quantity	Rate	Cost	Comments
Electrical Demolition				
Lighting - Interior and exterior	11,850 s.f.	\$	0.40 s.f.	\$4,740.00
Electric Service, Panels	11,850 s.f.	\$	0.40 s.f.	\$4,740.00
Disconnect HVAC Equipment Connections	11,850 s.f.	\$	0.15 s.f.	\$1,777.50
Fire Alarm Panel and related equipment	11,850 s.f.	\$	0.20 s.f.	\$2,370.00
Demo branch wiring and misc.conduit	11,850 s.f.	\$	0.40 s.f.	\$4,740.00
Electrical				
Lighting - Interior	11,850 s.f.	\$	5.00 s.f.	\$59,250.00
Electric Service and Panels	11,850 s.f.	\$	8.00 s.f.	\$94,800.00
Receptacles and Equipment Connections	11,850 s.f.	\$	5.00 s.f.	\$59,250.00
Fire Alarm	11,850 s.f.	\$	2.00 s.f.	\$23,700.00
Telecom System additions	11,850 s.f.	\$	1.00 s.f.	\$11,850.00
Rough-in for Security	11,850 s.f.	\$	0.20 s.f.	\$2,370.00
Exterior Lighting				
building wall packs	6 ea.		\$1,000.00 ea.	\$6,000.00
New Sturgeon Bay Utility Service				
New underground Service	1 ea.		\$15,000.00 ea.	\$15,000.00
Civil				
Clearing and Grubbing	0 l.s.	\$	- l.s.	\$0.00
Concrete sidewalk removal	1,500 s.f.	\$	8.00 s.f.	\$12,000.00
Asphalt Pavement Removal	920 s.y.	\$	3.00 s.y.	\$2,760.00
Storm Sewer Removal	1 l.s.	\$	5,000.00 l.f.	\$5,000.00
Common Excavation/Grading	1,000 c.y.	\$	30.00 c.y.	\$30,000.00
Erosion Control	1 l.s.	\$	1,500.00 l.s.	\$1,500.00
Curb and Gutter Selective Removal/Replace	30 l.f.	\$	35.00 l.f.	\$1,050.00
Sidewalk Selective Area Removal/Replacem	20 s.y.	\$	80.00 s.y	\$1,600.00
5-inch Concrete Sidewalk	750 s.f.	\$	8.00 s.f.	\$6,000.00
Asphalt Parking Lot (3-inch asph/10-inch ba	0 s.y.	\$	60.00 s.y	\$0.00
Seed/Fertilizer/Mulch	2,200 s.y.	\$	3.00 s.y.	\$6,600.00

Item:	Quantity	Rate	Cost	Comments
Plantings	1 l.s.	\$ 5,000.00	l.s.	\$5,000.00
Sanitary Sewer Service w/restoration	0 l.s.	\$ -	l.s.	\$0.00
Water Service w/restoration	0 l.s.	\$ -	l.s.	\$0.00
Storm Sewer	0 l.s.	\$ -	l.s.	\$0.00
General Construction Subtotal			\$2,095,557.15	
General Conditions:		10.0%	\$209,555.72	
Contractor Subtotal:			\$2,305,112.87	
OH&P		7.5%	\$172,883.46	
Contractor Subtotal:			\$2,477,996.33	
Bond		1.0%	\$24,779.96	
Contractor Total			\$2,502,776.29	
Design Contingency:		10%	\$250,277.63	
CONSTRUCTION TOTAL			\$2,753,053.92	
Construction Contingency		10.0%	275,305.39	
TOTAL CONSTRUCTION + CONTINGENCY			\$3,028,359.31	

DOOR COUNTY HISTORICAL MUSEUM AND ARCHIVES FACILITY - PV OPINION OF PROBABLE CONSTRUCTION COST 07.01.22 DEMO YOUNKERS

Item:	Quantity	Rate	Cost	Comments
Demolition				
Demo Yonkers	315,910 c.f.	\$	0.60 c.f.	\$189,546.00
Waste Removal	1 lump	\$	50,000.00 lump	\$50,000.00
Fire Protection Selective Demolition				
				<i>In above</i>
Plumbing Selective Demolition				
Subgrade Piping (Balance in above)	500 lf		\$17.00 lf	\$8,500.00
HVAC Selective Demolition				
				<i>In Above</i>
Electrical Demolition				
Lighting - Interior and exterior	22,300 s.f.	\$	0.25 s.f.	\$5,575.00
Electric Service, Panels, Feeders	22,300 s.f.	\$	0.25 s.f.	\$5,575.00
Disconnect HVAC Equipment Connections	22,300 s.f.	\$	0.10 s.f.	\$2,230.00
Fire Alarm Panel and related equipment	22,300 s.f.	\$	0.15 s.f.	\$3,345.00
Demo branch wiring and misc.conduit	22,300 s.f.	\$	0.20 s.f.	\$4,460.00
Civil				
Concrete sidewalk removal	1,500 s.f.	\$	8.00 s.f.	\$12,000.00
Asphalt Pavement Removal	920 s.y.	\$	3.00 s.y.	\$2,760.00
Storm Sewer Removal	1 l.s.	\$	5,000.00 l.f.	\$5,000.00
Common Excavation/Grading	3,000 c.y.	\$	30.00 c.y.	\$90,000.00
Erosion Control	1 l.s.	\$	1,500.00 l.s.	\$1,500.00
Curb and Gutter Selective Replacement	30 l.f.	\$	35.00 l.f.	\$1,050.00
Sidewalk Selective Area Replacement	20 s.y.	\$	80.00 s.y	\$1,600.00
Asphalt Parking Lot (3-inch asph/10-inch ba	0 s.y.	\$	60.00 s.y	\$0.00
Seed/Fertilizer/Mulch	3,900 s.y.	\$	3.00 s.y.	\$11,700.00
Plantings	1 l.s.	\$	5,000.00 l.s.	\$5,000.00
Sanitary Sewer Service w/restoration	0 l.s.	\$	- l.s.	\$0.00
Water Service w/restoration	0 l.s.	\$	- l.s.	\$0.00

Item:	Quantity	Rate	Cost	Comments
Storm Sewer	0 l.s.	\$ -		\$0.00
General Construction Subtotal				\$399,841.00
General Conditions:			\$39,984.10	
Contractor Subtotal:				\$439,825.10
OH&P			\$32,986.88	May go as high as 15%
Contractor Subtotal:				\$472,811.98
Bond			\$4,728.12	
Contractor Total				\$477,540.10
Design Contingency:		10%	\$47,754.01	
CONSTRUCTION TOTAL				\$525,294.11
Construction Contingency		10.0%	52,529.41	
TOTAL CONSTRUCTION + CONTINGENCY				\$577,823.52

DOOR COUNTY HISTORICAL MUSEUM AND ARCHIVES FACILITY - PV OPINION OF PROBABLE CONSTRUCTION COST 07.01.22 MUSEUM ADDITION

Item:	Quantity	Rate	Cost	Comments
Selective Demolition:				
Demo portion of existing at connection	1 l.s.	\$	2,500.00	l.s. \$2,500.00
Waste Removal	1 lump	\$	150.00	lump \$150.00
Shoring	1 lump	\$	2,000.00	lump \$2,000.00
Concrete				
Slab on grade replacement	0 s.f.	\$	15.00	s.f. \$0.00 Assumed quantity of slab replacement
Concrete Stoops	0 s.f.	\$	66.30	s.f. \$0.00
Concrete Strip Footing	0 l.f.	\$	61.60	l.f. \$0.00
Concrete Foundation Wall	0 l.f.	\$	94.75	l.f. \$0.00
Concrete 'Area well' Wall	0 l.f.	\$	94.75	l.f. \$0.00
Concrete Footing Monument Sign	0 lump	\$	-	lump \$0.00
Full Height Concrete Wall	0 l.f.	\$	325.00	l.f. \$0.00 NW
Concrete Slab on Grade	0 s.f.	\$	8.40	s.f. \$0.00
Precast Concrete Slab	0 s.f.	\$	15.85	s.f. \$0.00
Ramp	70 l.f.	\$	200.00	l.f. \$14,000.00
Masonry				
6" CMU	0 s.f.	\$	15.45	s.f. \$0.00 12' height
8" CMU	0 s.f.	\$	15.45	s.f. \$0.00 12' height
8" CMU, Stone, Rigid Insul Cavity Wall	4,475 s.f.	\$	56.50	s.f. \$252,837.50 50% of envelope
8"CMU w/Stone Interior	250 s.f.	\$	51.00	s.f. \$12,750.00 Special Area
Stone on Ramp	210 s.f.	\$	51.00	s.f. \$10,710.00
Monument Sign	0 lump	\$	-	lump \$0.00
Metals				
Structure				
New Building Addition: Conc/Col/Beam/l	11,000 s.f.	\$	115.00	s.f. \$1,265,000.00 Cost may vary depending on structure type
Structural Steel Columns and Beams	0 s.f.	\$	25.00	s.f. \$0.00 In above
Exterior Steel Lintel	20 ea.	\$	300.00	ea. \$6,000.00

Item:	Quantity	Rate	Cost	Comments
Interior Steel Lintels	4 ea.	\$	300.00 ea.	\$1,200.00
Stainless Steel Corner Guards	0 Unit	\$	250.00 Unit	\$0.00
Stainless Steel Surface	0 l.f.	\$	150.00 l.f.	\$0.00
Steel at Counter Supports	1 lump	\$	1,000.00 lump	\$1,000.00
Steel Bench Brackets	1 lump	\$	2,500.00 lump	\$2,500.00
Area well Grate	0 s.f.	\$	45.00 s.f.	\$0.00
Handrail/Guardrail	70 l.f.	\$	150.00 l.f.	\$10,500.00
Miscellaneous Steel	1 lump	\$	2,500.00 lump	\$2,500.00
Access Ladder	1 ea.	\$	1,000.00 lump	\$1,000.00
Steel Areawell Gate	0 lump	\$	- lump	\$0.00
Dumpster Enclosure	0 ea.	\$	- ea.	\$0.00
Wood and Plastic				
Glulam Rafters	0 b.f.	\$	20.00 b.f.	\$0.00 Not at this time (structure incl above)
Glulam Trim	0 b.f.	\$	20.00 b.f.	\$0.00 Not at this time (structure incl above)
Tongue and Groove Wood Deck	1,500 s.f.	\$	16.50 s.f.	\$24,750.00 Museum space only and circulation
Blocking at Roof	2,200 l.f.	\$	1.23 l.f.	\$2,706.00 x2
Blocking at Windows	800 l.f.	\$	1.23 l.f.	\$984.00
Wood Accent Walls	1 lump	\$	10,000.00 lump	\$10,000.00 Estimate
Wood Trim	800 l.f.	\$	8.50 l.f.	\$6,800.00 Estimate
Casework	80 l.f.	\$	250.00 l.f.	\$20,000.00 Office/Break/Archival Estimate
Wood Bench	1 lump	\$	2,500.00 lump	\$2,500.00 Maybe
Solid Surface Countertops	80 l.f.	\$	150.00 l.f.	\$12,000.00
Thermal and Moisture Protection				
Vapor/Air Barrier	15,000 s.f.	\$	0.41 s.f.	\$6,150.00
Roofing Tapered Poly Iso	11,000 s.f.	\$	6.00 s.f.	\$66,000.00
EPDM	11,000 s.f.	\$	2.61 s.f.	\$28,710.00 Adhered
Wall Cavity Insulation	4,475 s.f.	\$	2.35 s.f.	\$10,516.25
Underslab Insulation	11,000 s.f.	\$	2.35 s.f.	\$25,850.00
Flashing	3,000 l.f.	\$	5.35 l.f.	\$16,050.00

Item:	Quantity	Rate	Cost	Comments
Metal Panel	0 s.f.	\$	20.00 s.f.	\$0.00
Metal Trim Edge/Coping	608 l.f.	\$	30.60 l.f.	\$18,604.80
Concrete Roof Pavers	150 s.f.	\$	12.55 s.f.	\$1,882.50
Sealant	1 lump	\$	2,500.00 lump	\$2,500.00 Estimate
Expansion Joint Cover	50 l.f.	\$	10.00 l.f.	\$500.00 Floor/Ceiling/Wall
Firestopping	1 lump	\$	1,500.00 lump	\$1,500.00 Estimate
Doors and Windows				
HM Frames 3080	25 ea.	\$	400.00 ea.	\$10,000.00
Al Storefront/CW Incl. Door	4,475 s.f.	\$	82.00 s.f.	\$366,950.00 2
Al Storefront/CW Clerestory	0 s.f.	\$	50.00 s.f.	\$0.00
Al Storefront Door 6080	0 ea.	\$	2,000.00 ea.	\$0.00
Al Service Window	0 ea.	\$	1,250.00 ea.	\$0.00
Wood Doors 3080	23 ea.	\$	450.00 ea.	\$10,350.00
Wood Coiling Door	0 ea.	\$	1,500.00 ea.	\$0.00
HM Exterior Doors	2 ea.	\$	750.00 ea.	\$1,500.00
Door Hardware	27 ea.	\$	1,000.00 ea.	\$27,000.00
Access Doors	8 ea.	\$	250.00 ea.	\$2,000.00 Estimate
Glazing in HM Frame	5 s.f.	\$	20.00 s.f.	\$100.00 Estimate
Finishes				
GWB Stl Stud Wall	3,500 s.f.	\$	7.75 s.f.	\$27,125.00
GWB/Cement Board, Stl Stud Wall	1,440 s.f.	\$	8.77 s.f.	\$12,628.80
GWB Ceiling	2,500 s.f.	\$	7.00 s.f.	\$17,500.00
GWB Furring	4,475 s.f.	\$	5.90 s.f.	\$26,402.50
GWB Soffit	0 s.f.	\$	12.00 s.f.	\$0.00
Acoustic Insulation	1,120 s.f.	\$	1.16 s.f.	\$1,299.20
Acoustical Ceiling	5,500 s.f.	\$	6.73 s.f.	\$37,015.00
High-end Acoustic Ceiling	1,500 s.f.	\$	19.00 s.f.	\$28,500.00 Wood
Resilient Flooring	6,700 s.f.	\$	7.00 s.f.	\$46,900.00
VCT	0 s.f.	\$	4.15 s.f.	\$0.00

Item:	Quantity	Rate	Cost	Comments
Hardened, Sealed, Burnish. Concrete	3,000 s.f.	\$	10.00 s.f.	\$30,000.00 Or Wood?
Sealed Concrete	500 s.f.	\$	1.55 s.f.	\$775.00
Ceramic/Quarry Tile Floor/Base	800 s.f.	\$	12.00 s.f.	\$9,600.00
Ceramic Tile Wall	1,440 s.f.	\$	12.00 s.f.	\$17,280.00
Wood/Stone Base	450 l.f.	\$	15.00 l.f.	\$6,750.00
Rubber Base	650 l.f.	\$	3.30 l.f.	\$2,145.00
Wall Paint	13,425 s.f.	\$	1.17 s.f.	\$15,707.25
Epoxy Wall Coating	0 s.f.	\$	7.15 s.f.	\$0.00
GWB Ceiling Paint	2,500 s.f.	\$	1.25 s.f.	\$3,125.00
Wood Structure Stain	1,500 s.f.	\$	2.50 s.f.	\$3,750.00
HM Frame Paint	25 ea.	\$	100.00 ea.	\$2,500.00
Differed Maintenance				
Wall-GWB-Paint	1 lump	\$	6,991.00 lump	\$6,991.00
Paint	1 lump	\$	6,425.00 lump	\$6,425.00
Partitions-GWB Refinish (GWB)	1 lump	\$	3,212.00 lump	\$3,212.00
Replace ACT	1 lump	\$	44,576.00 lump	\$44,576.00
Specialties				
Toilet Access	6 ea.	\$	750.00 ea.	\$4,500.00
Toilet Partitions	6 ea.	\$	1,000.00 ea.	\$6,000.00
ADA signage	2 ea.	\$	100.00 ea.	\$200.00
Wayfinding Signage	1 lump	\$	15,000.00 lump	\$15,000.00
Operable Partition	0 s.f.	\$	62.00 s.f.	\$0.00
Coat Hooks/Rack	1 lump	\$	750.00 lump	\$750.00
Louvers	0 ea.	\$	750.00 ea.	\$0.00 In Mechanical
Monument Sign Letters	0 lump	\$	- lump	\$0.00
Locker/Cubbies	20 ea.	\$	165.00 ea.	\$3,300.00
Shelving	1 lump	\$	6,000.00 lump	\$6,000.00
High Density Moveable Compact Storage	1 lump	\$	140,000.00 lump	\$140,000.00
Furnishings				

Item:	Quantity	Rate	Cost	Comments
NA				
Special Construction				
NA				
Fire Protection				
Sprinklers and Piping	11,000 sf	\$	4.50 sf	\$49,500.00
Plumbing Selective Demolition				
Water Closets	2 ea		\$60.00 ea	\$120.00
Domestic Water Piping	100 lf		\$4.00 lf	\$400.00
Water Heater	1 ea		\$300.00 ea	\$300.00
Mop Basin	1 ea		\$60.00 ea	\$60.00
Floor Drain	3 ea		\$40.00 ea	\$120.00
Lavatory	2 ea		\$50.00 ea	\$100.00
Plumbing Fixtures				
Water Closets	6 ea.	\$	2,000.00 ea.	\$6,000.00
Urinals	0 ea.	\$	2,000.00 ea.	\$0.00
Lavatories	6 ea.	\$	2,000.00 ea.	\$12,000.00
Electric Water Cooler	1 ea.	\$	2,000.00 ea.	\$2,000.00
Breakroom Sink	1 ea.	\$	2,000.00 ea.	\$2,000.00
Breakroom Connections	2 ea.	\$	500.00 ea.	\$1,000.00
Mop Basin	1 ea.	\$	750.00 ea.	\$750.00
Floor Drains	3 ea.	\$	750.00 ea.	\$2,250.00
Hose Bibbs	2 ea.	\$	500.00 ea.	\$1,000.00
Plumbing Equipment				
Water Heater	1 ea.	\$	2,500.00 ea.	\$2,500.00
Recirc Pump	1 ea.	\$	1,000.00 ea.	\$1,000.00

Item:	Quantity	Rate	Cost	Comments
Plumbing: Piping and Valves				
Cold Water w/ Insulation	150 l.f	\$	35.00 l.f	\$5,250.00
Hot Water w/ Insulation	150 l.f	\$	25.00 l.f	\$3,750.00
Plumbing: Sanitary Waste & Vent				
Below Ground	100 l.f	\$	25.00 l.f	\$2,500.00
Above Ground	120 l.f	\$	25.00 l.f	\$3,000.00
HVAC Selective Demolition				
Existing HVAC				
Furnace	4 ea.	\$	400.00 ea.	\$1,600.00
Condensing Units	4 s.f.	\$	890.00 ea.	\$3,560.00
Misc Ductwork and Pipe	50 l.f.	\$	5.00 s.f.	\$250.00
HVAC New Work				
VAV with Electric Reheat System	11,000 s.f.	\$	35.00 s.f.	\$385,000.00
General Exhaust Fan System	1 ea.	\$	8,500.00 ea.	\$8,500.00
Breakroom Exhaust	1 ea.	\$	8,500.00 ea.	\$8,500.00
IT Room Mini Split	1 ea.	\$	10,000.00 ea.	\$10,000.00
HVAC Temperature Controls				
	1 lump	\$	17,500.00 lump	\$17,500.00
HVAC Testing and Balancing				
	1 lump	\$	6,000.00 lump	\$6,000.00
Electrical Demolition				
Miscellaneous demolition	1 lump	\$	4,000.00 lump	\$4,000.00
Electrical				
Lighting - Interior	11,000 s.f.	\$	9.50 s.f.	\$104,500.00
Electric Service and Panels	11,000 s.f.	\$	8.00 s.f.	\$88,000.00
Receptacles and Equipment Connections	11,000 s.f.	\$	5.00 s.f.	\$55,000.00

Item:	Quantity	Rate	Cost	Comments
Telecom System Expansion	11,000 s.f.	\$	1.50 s.f.	\$16,500.00
Rough-in for Security	11,000 s.f.	\$	0.60 s.f.	\$6,600.00
Fire Alarm Replacement	11,000 ea.	\$	4.00 s.f.	\$44,000.00 <i>Including deferred Maintenance</i>
Emergency Egress lighting/Inverter	11,000 ea.	\$	2.00 s.f.	\$22,000.00
Sturgeon Bay Utilities				
New service extension	11,000 ea.	\$	1.50 s.f.	\$16,500.00
Misc Ltg/Power Revs. of existing Museum				
New service extension	9,150 s.f.	\$	1.00 s.f.	\$9,150.00
	11,000 ea.	\$	1.50 s.f.	\$16,500.00
Civil				
Clearing and Grubbing	1 l.s.	\$	5,000.00 l.s.	\$5,000.00
Asphalt Pavement Removal	0 s.y.	\$	3.00 s.y.	\$0.00
Common Excavation/Grading	1,435 c.y.	\$	30.00 c.y.	\$43,050.00
Erosion Control	1 l.s.	\$	1,500.00 l.s.	\$1,500.00
Asphalt Parking Lot Mill/Overlay 1.5-inch	0 s.y.	\$	28.00 s.y.	\$0.00
Parking Lot Selective Subgrade Repair	0 s.f.	\$	15.00 s.f.	\$0.00
Curb and Gutter Selective Removal/Replace	30 l.f.	\$	35.00 l.f.	\$1,050.00
Sidewalk Selective Area Removal/Replacement	20 s.y.	\$	80.00 s.y.	\$1,600.00
5-inch Concrete Sidewalk	250 s.f.	\$	8.00 s.f.	\$2,000.00
Asphalt Parking Lot (3-inch asph/10-inch base)	750 s.y.	\$	60.00 s.y.	\$45,000.00
Loading Dock	1 l.s.	\$	20,000.00 l.s.	\$20,000.00
Retaining Walls	80 l.f.	\$	30.00 l.f.	\$2,400.00
Seed/Fertilizer/Mulch	650 s.y.	\$	3.00 s.y.	\$1,950.00
Plantings	1 l.s.	\$	10,000.00 l.s.	\$10,000.00
Power Pole/Guy Wire Modifications	1 l.s.	\$	3,000.00 l.s.	\$3,000.00
Sanitary Sewer Service w/restoration	1 l.s.	\$	5,000.00 l.s.	\$5,000.00
Water Service w/restoration	1 l.s.	\$	5,000.00 l.s.	\$5,000.00
Stormwater Management BMPs	1 l.s.	\$	6,000.00 l.s.	\$6,000.00
Storm Sewer	1 l.s.	\$	7,000.00 l.s.	\$7,000.00
General Construction Subtotal				\$3,865,317.80

Item:	Quantity	Rate	Cost	Comments
General Conditions:		10.0%	\$386,531.78	
Contractor Subtotal:			\$4,251,849.58	
OH&P		7.5%	\$318,888.72	May go as high as 15%
Contractor Subtotal:			\$4,570,738.30	
Bond		1.0%	\$45,707.38	
Contractor Total			\$4,616,445.68	
Design Contingency:		10%	\$461,644.57	
CONSTRUCTION TOTAL			\$5,078,090.25	
Construction Contingency		10.0%	507,809.02	
TOTAL CONSTRUCTION + CONTINGENCY			\$5,585,899.27	
Differed Maintenance			\$ 600,000.00	
			\$4,985,899.27	
FF&E ALLOWANCE				
Chairs	98 ea.	\$ 500.00 ea.	\$49,000.00	Average
Tables	38 ea.	\$ 750.00 ea.	\$28,500.00	Average
Workstation	5 ea.	\$ 3,000.00 ea.	\$15,000.00	Average
Equipment	1 lump	\$ 10,000.00 lump	\$10,000.00	
Total FF&E			\$102,500.00	
TOTAL CONSTRUCTION + CONTINGENCY + FF&E			\$5,088,399.27	

18 July 2022 – Library Board Meeting



Director's Report

Staffing

- Meetings with library staff
- Visits to branch locations complete
- Assessment of Administrative Assistant 3 position
- Staffing needs: branch year-round schedules
 - circulation assistant and page availability and hiring

Administrative

- Space needs
- Budget planning
- Library Trustee Training in August 22-26 <https://www.wistrusteetraining.com/>
- Patron incident
- Library statistics reporting – see included statistical reports:
 - Circulation
 - ILL (items loaned to other OWLSnet libraries)
 - Overdrive (ebooks, e-audiobooks, etc)
 - Hoopla (ebooks, e-audiobooks, etc)
 - Computer Usage
 - Wi-Fi Usage
- Mileage reimbursement increase to \$0.625 from \$0.585

Facilities

- Re-keying Project complete
- Main building entrance replacement scheduled for August

System

- Increase in library system fees to OWLSnet by \$1,765 annually to \$69,453

Monthly/YTD Circs and Renewals - June 2022

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,659	526	3,185	15,002	4,065	19,067
Appleton	41,620	8,116	49,736	187,148	58,996	246,144
Black Creek	2,693	538	3,231	12,789	4,098	16,887
Clintonville	4,200	646	4,846	20,420	4,420	24,840
Door Cty - Baileys Harbor	1,366	250	1,616	5,905	1,389	7,294
Door Cty - Egg Harbor	1,683	273	1,956	6,440	1,675	8,115
Door Cty - Ephraim	373	57	430	1,409	371	1,780
Door Cty - Fish Creek	949	87	1,036	3,097	565	3,662
Door Cty - Forestville	907	319	1,226	4,188	1,842	6,030
Door Cty - Sister Bay	4,098	733	4,831	18,292	4,751	23,043
Door Cty - Sturgeon Bay	8,357	1,508	9,865	40,370	10,825	51,195
Door Cty - Washington Island	934	156	1,090	4,374	1,043	5,417
Florence	709	98	807	4,175	1,017	5,192
Fremont	1,345	371	1,716	6,262	2,490	8,752
Gillett	758	98	856	3,991	846	4,837
Hortonville	7,717	1,593	9,310	30,255	8,291	38,546
Iola	1,748	381	2,129	10,971	3,382	14,353
Kaukauna	13,170	2,527	15,697	54,640	14,744	69,384
Kewaunee	2,871	598	3,469	14,449	4,599	19,048
Kimberly	14,036	3,109	17,145	62,843	17,914	80,757
Lakewood	2,690	445	3,135	14,128	2,847	16,975
Lena	905	72	977	3,714	793	4,507
Little Chute	11,966	3,086	15,052	56,320	16,812	73,132
Manawa	2,383	479	2,862	10,688	3,212	13,900
Marinette Cty - Coleman	1,635	295	1,930	8,409	2,465	10,874
Marinette Cty - Crivitz	2,564	544	3,108	12,750	3,378	16,128
Marinette Cty - Goodman	303	81	384	1,769	426	2,195
Marinette Cty - Marinette	4,006	839	4,845	22,238	5,587	27,825
Marinette Cty - Niagara	1,120	227	1,347	5,109	1,526	6,635
Marinette Cty - Peshtigo	947	150	1,097	4,424	1,245	5,669
Marinette Cty - Wausaukee	1,231	237	1,468	4,730	1,161	5,891
Marion	2,993	426	3,419	14,209	3,495	17,704
New London	5,366	673	6,039	23,601	4,868	28,469
Oconto	2,173	463	2,636	13,111	4,060	17,171
Oconto Falls	2,998	471	3,469	15,764	3,531	19,295
Oneida Tribal - Green Earth	7	2	9	17	2	19
Oneida Tribal - Oneida	189	63	252	956	394	1,350
Scandinavia	377	160	537	2,403	1,156	3,559
Seymour	3,360	749	4,109	15,703	4,855	20,558
Shawano Cty - Birnamwood	58	18	76	10,851	736	11,587
Shawano Cty - Bonduel	958	292	1,250	4,844	1,922	6,766
Shawano Cty - Mattoon	66	57	123	458	217	675
Shawano Cty - Shawano	8,258	1,410	9,668	43,301	9,150	52,451
Shawano Cty - Tigerton	973	131	1,104	4,314	1,081	5,395
Shawano Cty - Wittenberg	536	130	666	2,528	937	3,465
Shiocton	971	114	1,085	4,172	550	4,722
Suring	1,015	310	1,325	7,266	1,750	9,016
Waupaca	11,435	2,273	13,708	58,057	16,699	74,756
Weyauwega	2,352	470	2,822	10,827	3,771	14,598
Total	186,028	36,651	222,679	883,681	245,949	1,129,630

Jun 2022 Interlibrary Lender/Borrower Statistics Consolidated by Library

YTD

Library	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
Algoma	1,322	982	340	1.35	8,226	6,376	1,850	1.29
Appleton	8,336	6,832	1,504	1.22	51,373	40,028	11,345	1.28
Black Creek	1,722	682	1,040	2.52	10,083	4,744	5,339	2.13
Clintonville	2,436	809	1,627	3.01	15,415	5,781	9,634	2.67
Door County	4,241	4,369	(128)	0.97	26,456	25,449	1,007	1.04
Florence	462	307	155	1.50	2,613	2,234	379	1.17
Fremont	605	376	229	1.61	3,994	2,999	995	1.33
Gillett	368	295	73	1.25	2,488	1,881	607	1.32
Hortonville	1,197	2,120	(923)	0.56	7,399	11,560	(4,161)	0.64
Iola	1,012	858	154	1.18	6,283	5,916	367	1.06
Kaukauna	1,755	3,200	(1,445)	0.55	11,118	20,025	(8,907)	0.56
Kewaunee	1,436	804	632	1.79	8,482	5,431	3,051	1.56
Kimberly	2,171	3,794	(1,623)	0.57	13,461	22,814	(9,353)	0.59
Lakewood	888	680	208	1.31	5,418	4,656	762	1.16
Lena	371	194	177	1.91	2,354	1,136	1,218	2.07
Little Chute	1,822	3,606	(1,784)	0.51	10,394	19,504	(9,110)	0.53
Manawa	836	769	67	1.09	5,253	4,614	639	1.14
Marinette County	2,706	4,340	(1,634)	0.62	15,745	25,035	(9,290)	0.63
Marion	942	687	255	1.37	6,228	4,539	1,689	1.37
New London	1,376	1,381	(5)	1.00	8,344	8,463	(119)	0.99
NFLS	0	16	(16)	0.00	0	52	(52)	0.00
Oconto	899	559	340	1.61	5,390	4,849	541	1.11
Oconto Falls	972	570	402	1.71	6,084	4,504	1,580	1.35
Oneida Tribal	592	115	477	5.15	3,801	799	3,002	4.76
OWLS	51	1	50	51.00	53	34	19	1.56
Scandinavia	416	322	94	1.29	2,456	2,425	31	1.01
Seymour	1,401	1,195	206	1.17	8,479	7,202	1,277	1.18
Shawano County	2,614	3,089	(475)	0.85	16,148	19,044	(2,896)	0.85
Shiocton	412	549	(137)	0.75	2,392	2,136	256	1.12
Suring	368	513	(145)	0.72	2,453	3,149	(696)	0.78
Waupaca	2,628	2,654	(26)	0.99	15,879	18,417	(2,538)	0.86
Weyauwega	960	649	311	1.48	5,732	4,198	1,534	1.37
TOTAL	47,317	47,317	0	1.00	289,994	289,994	0	1.00
System	Items Loaned	Items Borrowed	Net	Ratio	Items Loaned	Items Borrowed	Net	Ratio
NFLS - Intrasystem	8,801	8,801	0	1.00	54,908	54,908	0	1.00
NFLS - Intersystem	8,438	8,031	407	1.05	50,750	49,653	1,097	1.02
NFLS - Total	17,239	16,832	407	1.02	105,658	104,561	1,097	1.01
OWLS - Intrasystem	22,047	22,047	0	1.00	134,683	134,683	0	1.00
OWLS - Intersystem	8,031	8,438	(407)	0.95	49,653	50,750	(1,097)	0.98
OWLS - Total	30,078	30,485	(407)	0.99	184,336	185,433	(1,097)	0.99

Net = Number of items loaned less number of items borrowed
Ratio = Number of items loaned for every item borrowed

OWLSnet Overdrive Usage - June 2022

Library	Ebook Uses	Audiobook Uses	Video Uses
Algoma	326	278	
Appleton	6,415	5,746	2
Black Creek	229	153	
Clintonville	312	390	
Door Cty - Baileys Harbor	234	135	
Door Cty - Egg Harbor	156	156	
Door Cty - Ephraim	22	17	
Door Cty - Fish Creek	167	72	
Door Cty - Forestville	86	47	
Door Cty - Sister Bay	459	381	
Door Cty - Sturgeon Bay	1,458	1,020	
Door Cty - Washington Island	72	84	
Florence	135	98	
Fremont	113	99	
Gillett	186	193	
Hortonville	491	512	
Iola	138	146	
Kaukauna	936	889	
Kewaunee	352	231	
KIM-LIT - Kimberly	1,044	1,062	
KIM-LIT - Little Chute	767	600	
Lakewood	295	138	
Lena	76	141	
Manawa	99	141	
Marinette Cty - Coleman-Pound	93	156	
Marinette Cty - Crivitz	303	170	
Marinette Cty - Goodman-Dunbar	14	13	
Marinette Cty - Marinette	685	494	
Marinette Cty - Niagara	86	114	
Marinette Cty - Peshtigo	89	150	
Marinette Cty - Wausaukee	194	110	
Marion	39	151	
New London	536	510	1
Oconto	307	288	
Oconto Falls	270	372	1
Oneida Tribal - Green Earth		1	
Oneida Tribal - Oneida	20	17	

Library	Ebook Uses	Audiobook Uses	Video Uses
OWLS office			
Scandinavia	19	18	
Seymour	380	323	
Shawano Cty - Birnamwood	40	60	
Shawano Cty - Bonduel	64	57	
Shawano Cty - Mattoon			
Shawano Cty - Shawano	1,023	862	
Shawano Cty - Tigerton	85	55	
Shawano Cty - Wittenberg	67	56	
Shiocton	33	84	
Suring	39	84	
Waupaca	928	938	1
Weyauwega	83	161	
Totals:	19,965	17,973	5

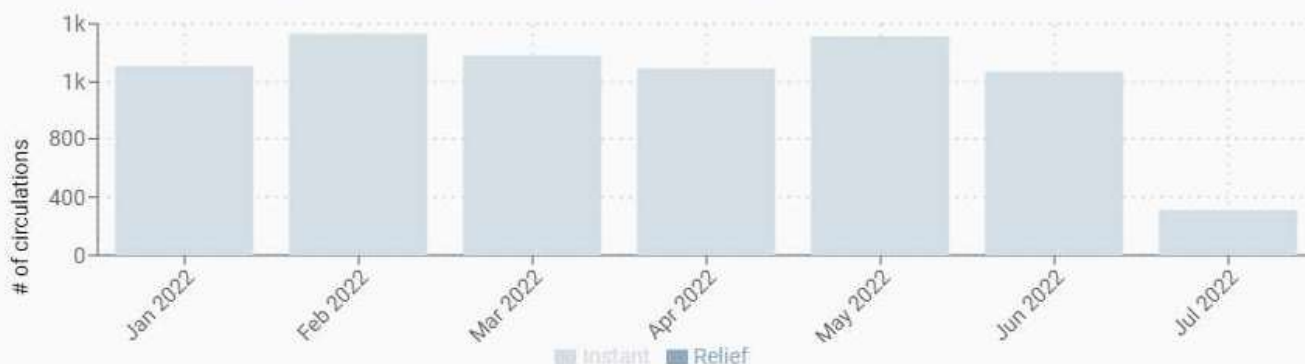


Statistics July 2022

Total Circulations

[View Detailed Total Circulations Report](#)

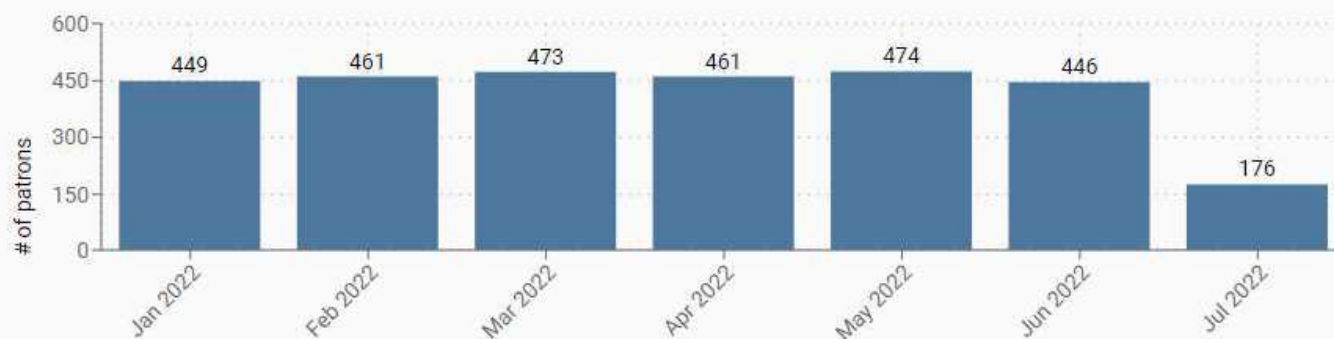
There were **8612** Instant circulations from January 2022 through July 2022 with an average of **1,230** Instant circulations per month.



Patron Borrowing Report

[View Detailed Patron Borrowing Report](#)

There were **856** unique patrons borrowing Instant licenses from January 2022 through July 2022 with an average of **122** people borrowing at least one Instant item per month.



New Patron Report

[View Detailed New Patron Report](#)

There were **202** new users from January 2022 through July 2022 with an average of **29** users being added for each month.





Circulations by Format

[View Detailed Circulations by Format Report](#)

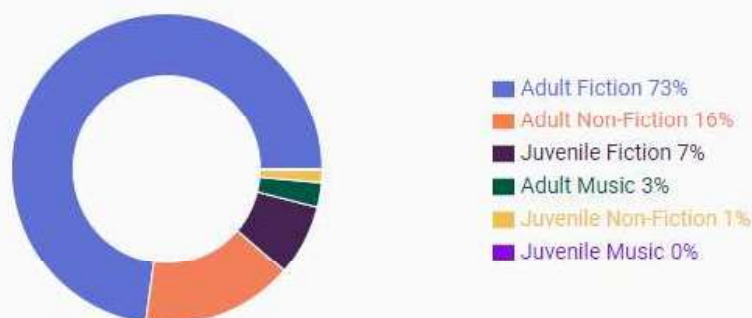
Audiobook was the most borrowed format using an Instant license for the month of June 2022, accounting for **55%** of all Instant circs.



Circulations by Category

[View Detailed Circulations by Category Report](#)

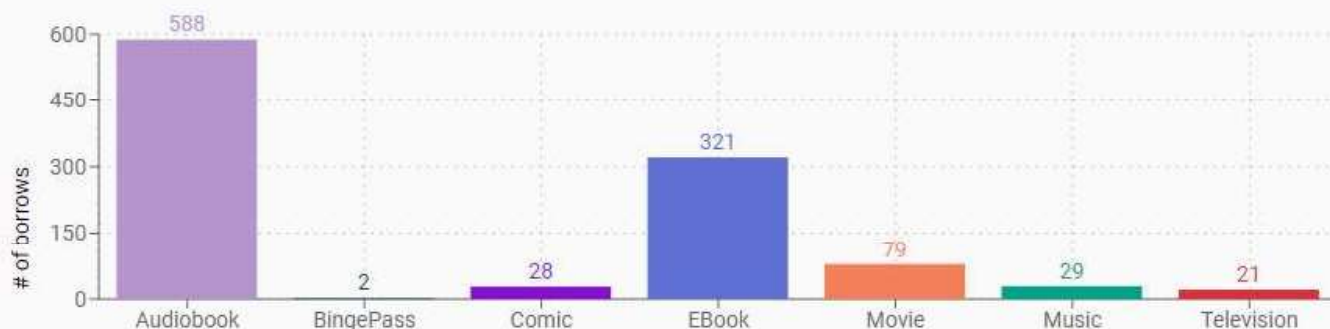
Adult Fiction was the most borrowed category using an Instant license, accounting for **73%** of all Instant circulations.



Unique Titles Borrowed

[View Detailed Unique Titles Borrowed Report](#)

There were **1068** titles borrowed using Instant licenses at least one time in June 2022. Unique titles are defined as materials borrowed at least once in the time period.



OWLSnet MyPC Statistics - June 2022

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	6,441	128	50
Black Creek	1,277	64	20
Clintonville	9,297	202	46
Door County - Baileys Harbor	1,147	41	28
Door County - Egg Harbor	1,877	62	30
Door County - Ephraim	219	10	22
Door County - Fish Creek	1,019	32	32
Door County - Forestville	548	15	37
Door County - Sister Bay	6,500	156	42
Door County - Sturgeon Bay	19,885	462	43
Door County - Washington Island	424	21	20
Florence	1,435	36	40
Fremont	4,152	72	58
Gillett	5,906	130	45
Hortonville	2,858	85	34
Iola	16,032	194	83
Kaukauna	14,433	316	46
Kewaunee	3,896	101	39
Kimberly	9,025	266	34
Little Chute	14,072	317	44
Lakewood	5,854	137	43
Lena	4,272	65	66
Manawa	3,547	80	44
Marinette County - Coleman	730	26	28
Marinette County - Crivitz	2,600	79	33
Marinette County - Marinette	13,452	349	39
Marinette County - Niagara	1,412	30	47
Marinette County - Peshtigo	983	40	25
Marinette County - Wausaukee	1,413	45	31
Marion	898	32	28
Oconto	18,780	176	107
Oconto Falls	6,505	164	40
Oneida Tribal - Green Earth	9,645	117	82
Oneida Tribal - Oneida	7,189	137	52
Scandinavia	654	17	38
Seymour	6,284	68	92
Shawano County - Bonduel	2,614	31	84
Shawano County - Mattoon	0	0	#DIV/0!
Shawano County - Shawano	14,961	334	45
Shawano County - Tigerton	3,578	54	66
Shawano County - Wittenberg	373	10	37
Shiocton	585	15	39
Suring	1,091	23	47
Waupaca	20,414	504	41
Weyauwega	3,099	112	28
Totals:	251,374	5355	47

OWLSnet Wireless Statistics - June 2022

* This report counts individual (unique) devices connected to the library's wireless service.

* Devices that automatically connect to any wireless network within range may be counted, even though the user is not actively using the wireless service.

+ Unique devices are counted only once within this monthly reporting period.

++ The average number of unique devices connected per day within this monthly reporting period.

Library	Unique Devices ⁺	Average Devices Connected Per Day ⁺⁺
Algoma	269	27
Appleton	1,628	142
Black Creek	267	18
Clintonville	435	38
Door County - Baileys Harbor	754	48
Door County - Egg Harbor	841	59
Door County - Ephraim	896	47
Door County - Fish Creek	489	37
Door County - Forestville	144	15
Door County - Sister Bay	980	72
Door County - Sturgeon Bay	1,297	103
Door County - Washington Island	357	31
Florence	92	10
Fremont	201	20
Gillett	366	32
Hortonville	314	24
Iola	259	32
Kaukauna	1,646	162
Kewaunee	196	17
KIM-LIT - Kimberly	567	53
KIM-LIT - Little Chute	1,129	91
Lakewood	664	47
Lena	424	42
Manawa	199	17
Marinette County - Coleman	190	13
Marinette County - Crivitz	239	15
Marinette County - Marinette	386	33
Marinette County - Niagara	58	7
Marinette County - Peshtigo	184	15
Marinette County - Wausaukee	361	27
Marion	310	24
New London	445	34
Oconto	386	29
Oconto Falls	288	21
Oneida Tribal - Green Earth	19	2
Oneida Tribal - Oneida	52	5
Scandinavia	80	7
Seymour	153	13
Shawano County - Bonduel	74	6
Shawano County - Mattoon	24	1
Shawano County - Shawano	820	74
Shawano County - Tigerton	160	17
Shawano County - Wittenberg	256	20
Shiocton	66	5
Suring	689	69
Waupaca	731	77
Weyauwega	160	14
Totals:	20,545	1,712

18 July 2022 – Library Board Meeting



Agenda Item Notes

Agenda Item 10. Discuss and consider for approval changing the library's method for handling donation and grant funds

At the June 20th, 2022 Library Board Meeting, the Library Board discussed the handling of Library gifts, grants, and donations as a time-consuming, manual process.

Door County Finance Director Wipperfurth was in attendance at the June 20th, 2022 Library Board Meeting and explained that in working with Library staff, Library staff and the Door County Finance Department identified ways that the County's financial software could be used to assist the Library with the management of Library gift, grants, and donations.

The Library's statutory authority over any funds allocated, gifted, granted, or donated to the Library was also discussed and any changes that might occur with the Library's gifts, grants, and donations handling would preserve the Library Board's obligation to manage these funds.

The Library Board's consensus at the June 20th, 2022 Board Meeting was to approve Library staff's continued work with the County Finance Department to streamline the Library's gifts, grants, and donations management process by testing prospective financial software processes.

Over the course of the last month, the testing of the County's financial software for prospective management of Library gifts, grants, and donations has been successful. The County's financial software will be able to manage the Library's gifts, grants, and donations to the level of specificity required by the Library.

The next step in the process of migrating the Library's gift, grant, and donation fund management to management by the County's financial software is to close the Library's Nicolet checking and money market accounts and transfer those funds to a County fund just Library funds.

During this exploratory period the Library has used County funds to pay for items normally funded by gifts, grants, and donations, so there will be expenses, ~\$880, that the Library needs to reimburse the County for. These funds will be reimbursed from the Nicolet account transfer. The affected fund lines will be rebalanced to provide current and accurate information going forward and a ledger note will be made for monies expended during the exploratory period.

Going forward, monies spent from gifts, grants, and donated funds will appear on the Accounts Payable Report (A/P) each month. More detailed, "project" reports will be provided quarterly or as needed/ requested.

The Library Board will still review and approve any gifts, grants and donations coming in.

Donations

2022	Donor	in the name of/note	Donation	Total
Jun-22	Deposited 6/7/22 to Nicolet 7552153 Checking			
	Donation to Sister Bay/Liberty Grove Library	In memory of Lucille Kostka	36.00	
	Book Sale - Egg Harbor Library		227.00	
	NFLS - Continuing Education		273.00	
	Altrusa Club of Door County		825.00	
	Donation to Sister Bay Library	from Larry Joseph Herbst (Conalee) in honor of Lucille Kostka	36.00	
	Donation to Washington Island Library	from Michael Seldomridge	200.00	
				1,597.00

2022-07-18 Library Board Meeting Accounts Payable Summary

17-Jun-22	\$	8,679.17
1-Jul-22	\$	23,936.23
		<hr/>
	\$	32,615.40

L.B Board

6-17-22

Door County

Accounts Payable Invoice Report

G/L Date Range 06/17/22 - 06/17/22

Report By Department - Batch - Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2022-00000397		Batch Date 06/17/2022		Entered by User Dawn Taylor					
Vendor 11 - A 1 ELEVATOR SALES & SERVICE									
Sub-Department 36 Library									
19156	Elevator maintenance contract	Edit		06/17/2022	06/17/2022	06/17/2022			249.00
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 11 - A 1 ELEVATOR SALES & SERVICE Totals			Invoices	1		\$249.00
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 36 Library									
06-10-22 Stateme	Books, Operating Supplies, AV, Memorials, Programing, Foundation	Edit		06/17/2022	06/17/2022	06/17/2022			1,350.19
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 15157 - AMAZON COM CREDIT Totals			Invoices	1		\$1,350.19
Vendor 9776 - CARDMEMBER SERVICE									
Sub-Department 36 Library									
06-01-22 VisaTK	Periodicals, Museum Op Supplies, Library Op Suppli	Edit		06/17/2022	06/17/2022	06/17/2022			319.08
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 9776 - CARDMEMBER SERVICE Totals			Invoices	1		\$319.08
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
Sub-Department 36 Library									
162.22	Cell phone	Edit		06/17/2022	06/17/2022	06/17/2022			162.22
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals			Invoices	1		\$162.22
Vendor 23719 - City of New Berlin									
Sub-Department 36 Library									
NBPL-2022-06-02	Book reimbursement	Edit		06/17/2022	06/17/2022	06/17/2022			15.00
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 23719 - City of New Berlin Totals			Invoices	1		\$15.00
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
409083	Grass maintenance for library grounds	Edit		06/17/2022	06/17/2022	06/17/2022			24.99
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals			Invoices	1		\$24.99
Vendor 10103 - MIDWEST TAPE									

Door County

Accounts Payable Invoice Report

G/L Date Range 06/17/22 - 06/17/22
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 36 Library									
502192008	Hoopla	Edit		06/17/2022	06/17/2022	06/17/2022			2,941.49
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 10103 - MIDWEST TAPE Totals			Invoices	1		\$2,941.49
Vendor 25070 - PITNEY BOWES									
Sub-Department 36 Library									
3315740978	Postal machine lease quarterly payment	Edit		06/17/2022	06/17/2022	06/17/2022			142.53
			Sub-Department 36 Library Totals			Invoices	1		0
			Vendor 25070 - PITNEY BOWES Totals			Invoices	1		\$142.53
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3509439293	Toner	Edit		06/17/2022	06/17/2022	06/17/2022			660.81
3509609190	Office Supplies, Printer Ink	Edit		06/17/2022	06/17/2022	06/17/2022			958.92
			Sub-Department 36 Library Totals			Invoices	2		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	2		\$1,619.73
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
06-01-22 SBU #1	Utilities	Edit		06/17/2022	06/17/2022	06/17/2022			37.45
06-01-22 SBU #2	Utilities	Edit		06/17/2022	06/17/2022	06/17/2022			1,817.49
			Sub-Department 36 Library Totals			Invoices	2		0
			Vendor 30820 - STURGEON BAY UTILITIES Totals			Invoices	2		\$1,854.94
			Batch Number 2022-00000397 Totals			Invoices	12		\$8,679.17
			Department 36 - Library Totals			Invoices	12		\$8,679.17
36 Library									
			Grand Totals			Invoices	12		\$8,679.17

07-1-2022

Door County

Accounts Payable Invoice Report

Invoice Date Range 07/01/22 - 07/31/22

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 5161 - BARB HUSCH									
BH 05-18-2022	Craft supplies Friends Annual FOR	Edit		07/01/2022	07/01/2022	07/01/2022			45.00
			Vendor 5161 - BARB HUSCH Totals			Invoices	1		\$45.00
Vendor 8923 - BONNIE BROOKE GARDENS									
000010 01-06-202	Plants FOR Foundation Gardening Grant	Edit		07/01/2022	07/01/2022	07/01/2022			93.92
			Vendor 8923 - BONNIE BROOKE GARDENS Totals			Invoices	1		\$93.92
Vendor 9776 - CARDMEMBER SERVICE									
Visa RB 7-1-22	Visa RB Museum, Newspapers, Friends FOR, HQ	Edit		07/01/2022	07/01/2022	07/01/2022			1,056.28
			Vendor 9776 - CARDMEMBER SERVICE Totals			Invoices	1		\$1,056.28
Vendor 22240 - CHRISTINA JOHNSON									
CJ 05-04-22	CJ SIS Phelan Memorial	Edit		07/01/2022	07/01/2022	07/01/2022			75.87
CJ 06-08-2022	CJ SIS Johnson Memorial	Edit		07/01/2022	07/01/2022	07/01/2022			17.04
			Vendor 22240 - CHRISTINA JOHNSON Totals			Invoices	2		\$92.91
Vendor 7150 - DEMCO									
7141395	Craft bags Friends	Edit		07/01/2022	07/01/2022	07/01/2022			270.57
7142076	Picnic purchased with EPH Foundation Outdoor Grant Funds	Edit		07/01/2022	07/01/2022	07/01/2022			1,926.19
			Vendor 7150 - DEMCO Totals			Invoices	2		\$2,196.76
Vendor 5093 - DOOR COUNTY COOPERATIVE									
56650	Building maintenance	Edit		07/01/2022	07/01/2022	07/01/2022			19.58
			Vendor 5093 - DOOR COUNTY COOPERATIVE Totals			Invoices	1		\$19.58
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
409619	MAM storage room	Edit		07/01/2022	07/01/2022	07/01/2022			12.99
409691	MAM storage room	Edit		07/01/2022	07/01/2022	07/01/2022			18.99
409699	Key Building Maintenance	Edit		07/01/2022	07/01/2022	07/01/2022			2.39
410286	basement light fixtures repair	Edit		07/01/2022	07/01/2022	07/01/2022			9.58
			Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals			Invoices	4		\$43.95
Vendor 14164 - INGRAM LIBRARY SERVICES									
Ing 9329 7/1/22	Ingram books, shipping, processing	Edit		07/01/2022	07/01/2022	07/01/2022			8,910.50
Ing8906 7/1/22	Ingram NFLS and Non-County books	Edit		07/01/2022	07/01/2022	07/01/2022			1,104.50
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices	2		\$10,015.00
Vendor 7349 - MAC FOUNDATION INC									
7-1-22	Miller Art Center agreement	Edit		07/01/2022	07/01/2022	07/01/2022			977.83

Door County

Accounts Payable Invoice Report

Invoice Date Range 07/01/22 - 07/31/22

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 7349 - MAC FOUNDATION INC Totals									
						Invoices	1		\$977.83
Vendor 20517 - MARCO, INC									
10051516	Egg Harbor printer lease, color copies	Edit		07/01/2022	07/01/2022	07/01/2022			166.29
Vendor 20517 - MARCO, INC Totals									
						Invoices	1		\$166.29
Vendor 10103 - MIDWEST TAPE									
Hoopla 502333278	Midwest Tape Hoopla Library Materials	Edit		07/01/2022	07/01/2022	07/01/2022			2,783.67
MWT 7/1/22	AV, NFLS	Edit		07/01/2022	07/01/2022	07/01/2022			3,162.71
Vendor 10103 - MIDWEST TAPE Totals									
						Invoices	2		\$5,946.38
Vendor 11145 - NICOLET FEDERATED LIBRARY SYST									
2661 05-31-2022	JAMF NOW subscription	Edit		07/01/2022	07/01/2022	07/01/2022			140.16
2662 05-31-22	TVs Web Conf Pop Up Studio Library Foundation Grant	Edit		07/01/2022	07/01/2022	07/01/2022			1,667.52
Vendor 11145 - NICOLET FEDERATED LIBRARY SYST Totals									
						Invoices	2		\$1,807.68
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE									
2089026	Pay phone operating supplies	Edit		07/01/2022	07/01/2022	07/01/2022			33.00
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE Totals									
						Invoices	1		\$33.00
Vendor 172 - PIGGLY WIGGLY									
Piggly 06-02-202	SIS Newspapers	Edit		07/01/2022	07/01/2022	07/01/2022			256.30
Vendor 172 - PIGGLY WIGGLY Totals									
						Invoices	1		\$256.30
Vendor 23723 - RILEY SMITH									
Smith 05-09-2022	Scavenger Hunt SIS Murdock Memorial	Edit		07/01/2022	07/01/2022	07/01/2022			312.50
Smith 05-23-2022	Scavenger Hunt BAI GEN MEM	Edit		07/01/2022	07/01/2022	07/01/2022			150.00
Vendor 23723 - RILEY SMITH Totals									
						Invoices	2		\$462.50
Vendor 15069 - STAPLES ADVANTAGE									
3509899451	Office supplies, copier paper	Edit		07/01/2022	07/01/2022	07/01/2022			69.57
3510037609	Office supplies, printer cartridges	Edit		07/01/2022	07/01/2022	07/01/2022			437.99
Vendor 15069 - STAPLES ADVANTAGE Totals									
						Invoices	2		\$507.56
Vendor 13990 - WALMART COMMUNITY/GEMB									
06-19-2022	Friends Annual SIS craft supplies	Edit		07/01/2022	07/01/2022	07/01/2022			13.91
Vendor 13990 - WALMART COMMUNITY/GEMB Totals									
						Invoices	1		\$13.91
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
WPS 06-21-2022	Heating	Edit		07/01/2022	07/01/2022	07/01/2022			201.38
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals									
						Invoices	1		\$201.38

Door County

Accounts Payable Invoice Report

Invoice Date Range 07/01/22 - 07/31/22

Report By Vendor - Invoice

Summary Listing

Grand Totals	Invoices	28	<hr/>	\$23,936.23
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18 July 2022 – Library Board Meeting



Agenda Item Notes

Agenda Item 17. Next Meeting Date(s)

At the June 20th, 2022 Library Board meeting, the Library Board discussed resuming remote meetings.

At some point in the past, a schedule for remote meetings was put together. Does the Library Board want to resume this schedule?

Board Schedule for 'Remote' Meetings		
2026	Ephraim	May
2026	Baileys Harbor	September
2025	Washington Island	June
2025	NONE	September
2024	Sister Bay	May
2024	Fish Creek	September
2023	Egg Harbor	May
2023	Forestville	September
2022	Baileys Harbor	May
2022	Ephraim	September
2019	Washington Island	May
2019	None	September
2018	Fish Creek	May
2018	Sister Bay	September
2017	Forestville	May
2017	Egg Harbor	September
2016	Ephraim	May
2016	Baileys Harbor	September
2015	Washington Island	May
2015	None	September
2014	Sister Bay	May
2014	Fish Creek	September
2013	Egg Harbor	June
2013	Forestville	September
2012	Baileys Harbor	May
2012	Ephraim	September
2011	Washington Island	May
2011	None	September
2010	Fish Creek	May
2010	Sister Bay	September
2009	Forestville	May
2009	Egg Harbor	September
2008	Baileys Harbor	September
2008	Ephraim	May
2007	Washington Island	May
2007	None	September

2006	Sister Bay	June
2006	Fish Creek	September
2005	Egg Harbor	June
2005	Forestville	September
2004	Baileys Harbor	May
2004	Ephraim	September
2003	Washington Island	May
2003	None	September
2002	Sister Bay	July
2002	None	
2001	Fish Creek	October
2001	Sister Bay	April
2000	Egg Harbor	October
2000	Forestville	July
1999	Ephraim	April
1999	Washington Island	May
1999	Baileys Harbor	November
1998	Fish Creek	June
1998	Sister Bay	October
1997	Egg Harbor	May
1997		
1996	Forestville	June
1996		
1995	Baileys Harbor	April
1995		
1994	None	
1994	None	
1993	Ephraim	September
1993	Sister Bay	May
1992	Forestville	July
1992	Fish Creek	June
1991	Washington Island	June
1991		